

Western School Corporation

Russiaville, IN 46979

November 18, 2008

Minutes of the regular meeting of the Western School Board of Trustees held on Tuesday, November 18, 2008 at 6:00 p.m.

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

Others Present: Dick Taylor, Randy McCracken, Peter O'Rourke, Abby Rodgers, Pam Carter, Taffy Cooke, and Linda Fairchild

Mr. Koloszar 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 6:02 p.m.

Item #2 – Approval of Agenda

Dr. O'Rourke indicated that he would like to amend the agenda by adding additional items under the Superintendent's Report and Personnel. Mr. Wells made a motion to approve the agenda as amended. Mr. Koloszar seconded the motion which passed 7-0.

Item #3 – Approval of the Minutes

Mr. Marley made a motion to approve the minutes of the October 21, 2008 regular meeting. Mr. Davidson seconded the motion which passed 7-0.

Item #4 – Opportunity for Public Comment

Linda Fairchild thanked the Board for the recent stipend adjusting the earnings of employees.

Item #5 – Reports

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

WESTERN SCHOOL CORPORATION
 TREASURER'S REPORT
 BOARD MEETING 11/18/08

Bank Balance

CB - Checking Account Balance 10/01/08	\$6,750,722.71
Non-Revenue Receipts	348,860.58
MTD Revenue	970,933.52
Disbursements from Clearing Accounts	363,044.46
MTD Disbursements	<u>2,104,276.93</u>
Checking Account Balance 10/31/08	\$5,603,195.42

Total Depository Balance 10/31/08 \$5,603,195.42

Vendor Claims Submitted For Approval

#54069 – 54101 of 10/22/08 – 10/31/08	\$407,819.79
#54102 – 54263 of 11/01/08 – 11/18/08	<u>\$472,432.71</u>
TOTAL:	\$880,252.50

Payroll Claims Submitted for Approval

#7 of 10/10/08	\$459,776.60
#8 of 10/24/08	<u>\$461,042.42</u>
TOTAL:	\$920,819.02

 Interest on Checking 01/01/08 to 10/31/08 \$108,639.46

pc

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

- b. Director of Operations: Mrs. Cooke provided the following written report:

Western School Corporation
Taffy Cooke, Director of Operations

November 2008 School Board Meeting

- Preparation is underway for the three day training for potential bus drivers. We will be utilizing a room on the south side of this building and have purchased new tables and chairs that can be utilized for other events in this building and are in the process of getting the room itself ready. (November 19-21)
- One new driver passed her skills test last week, three others have completed their observation and driving time, and I have at least six others who are beginning the process. I am very pleased with the interest we have been able to generate through newsletters, our website, and signs in all the buildings.
- On Tuesday, November 11th, I attended the first of five sessions on transporting students with disabilities. The series is sponsored by the School Transportation Association and is hosted at Wayne Township schools. The first session was an overview of the special education laws that pertain to transportation.
- Rick Davis and I attended the annual School Safety Specialist Academy October 27th and 28th. The second day was particularly informative and a lot of pertinent information was distributed. Rick and I had a follow-up meeting to “de-brief” and set some attainable goals.
- At our Safe Schools meeting this month we had a presentation from the company that provides our cameras and keyless entry on ID badges and possible applications. We are looking in to photo ID badges that will take the place of our current fobs for staff and also visitors. Another immediate goal is to improve the current system of signing students out at the primary/intermediate building. We hope to integrate data from STI to a scanner in each building where the driver’s license could be scanned and then linked to the student.
- One goal realized – we got all of our entrances numbered/lettered. This was primarily for emergency responders, but has already proved helpful for athletic trips, etc. (where the bus is meeting the group)
- We did a lot of preparation for the polling in the south gym and felt that everything went

extremely well. We were prepared for some congestion (and for the worst!), but everything seemed to run very smoothly (according to the inspector). The big buzz in the safety world is that schools should either not allow polling, or if they do allow it, students should not be in school (possibly an in-service day)

- Two other projects that I am currently working on are getting the floor plans for all buildings updated that reflect new construction and have the entrances identified, and developing a flip-chart for each staff member to have as a quick reference for any emergency.

Mrs. Cooke also indicated that the School Messenger software was being used to remind parents about early release days. She also thanked Mrs. Singer for her help in clarifying some language contained in recently updated transportation policy.

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

Custodial

- ❖ We are now at full staff in all buildings. Everything seems to be running great.

Building Projects

- ❖ I have been working with Performance Services and I have the savings numbers back. I will be showing you these and go over projects on the 15th at the board retreat.
- ❖ The Bus garage project is going forward with the Mawr Group Inc. hired to do the drawings, building specs, advertisements, and handle all bid processes. We will be advertising on the 13th and 20th of November, with the walk thru and pick up bid packets on December 1st, with bids back on the 8th to be opened and present to you at the December board meeting.
- ❖ We will have all the construction projects areas cleaned and ready for the open house celebration.
- ❖ The Maintenance staff has been winterizing the outside systems for winter.
- ❖ We have purchased a scissor lift for the corporation to help the maintenance and custodial staff does their jobs easier and a lot safer then the single electric lift. The labor savings will let this piece of equipment pay for itself.
- ❖ We have also purchased a new pickup/plow truck for the corporation. The current one is an 1999 with a lot of plowing hours on it, it is the only one we had, so if it happen to go down I had no way to clean the lots and campus in a timely manner for our students and staff so we didn't have to have a delay or closing due to the ability to clear snow. It will also let a school truck to be used in other areas without having to worry about losing a crucial piece of equipment.

Sewage Plant

- ❖ The plant has been operating fantastic. We have Ok'd the final payment of this project.

Any other questions you may have of me, please feel free to contact me at 883-5576 ext. 5160 or direct number is 883-1460

Thank you,

Pat Grzesiak

Maintenance Director

- d. Director of Technology: Mr. Taylor submitted the following report:

Technology Director Report

November 10, 2008

HECC Conference

Chris and I will both be attending the Hoosier Educational Computer Coordinators conference on November 13th and 14th. We will be attending full day workshops on the 13th and the concurrent sessions on the 14th. We will be presenting a session on our new Video Furnace product at one of the Friday sessions.

Technology Committee

The Technology Committee met on Monday, November 3rd. Agenda items included:

- ⌚ Information about the 2009 Indiana Computer Educators Conference was presented
- ⌚ We had a brief discussion/assessment of some of the new software applications and policy changes that have occurred this school year including School Messenger, the new Accelerated Reader, Video Furnace, and the new Password Guidelines.
- ⌚ We briefly discussed the Lead Teacher program and the need/desire to continue the program. Nearly all of the comments were very positive about the Lead Teacher program, especially the assistance provided to new teachers/staff.
- ⌚ Our new corporation three-year technology plan will be due next fall. I distributed a checklist of the plan requirements and specifically noted the individual building plans that we will be working on this next spring. The committee felt that the overall corporation plan will flow quite easily from the new Strategic Plan that is about to be finalized.

Other Information

- ⌚ We are planning on completing all of the technology installs in the new building prior to the dedication ceremony. We have two classroom projectors to install and we will be installing two 52" LCD panels in the commons area. These will be connected to a device that will allow scrolling announcements and video presentations.
- ⌚ We are working on getting any and all functioning computers re-imaged and placed in classrooms for student use.
- ⌚ I am beginning to work on necessary paperwork for Universal Service/E-rate funding applications that begin later this month.
- ⌚ The Technology staff is working at the configuration and install of a new color copier/printer in the shared Primary/Intermediate office area. Teachers will be using access codes with a monthly limit for color copies.

⌚ We will be making a decision this month about whether or not to upgrade our student management system this next year. We will be meeting all day this Wednesday to review the new program to assess the “completeness” of this new program.

Additionally, Mr. Taylor informed the Board about pending STN updates impacting school personnel identification numbers and the use of the School Messenger package to update parents on cafeteria student account balances.

e. Assistant Superintendent: Mr. McCracken provided the following report:

To: Dr. O'Rourke and Members of the Western School Board

From: Randy McCracken

Re: November Assistant Superintendent Report

Date: November 10, 2008

1. Special Education Issues – Separate agenda item.
2. Current Projects
 - Curriculum Mapping Training
 - Social Studies Textbook Adoption
 - GEI/RTI Planning
 - High Ability Program Review

f. Superintendent: Dr. O'Rourke provided the following report:

Superintendent's Report

November 18, 2008

1. Update on Strategic Planning Retreat
2. Schedule December Executive Session for Personnel Evaluations
3. J.O. Smith Plaque Update
4. Upcoming Meetings:
 - a. Alternative Education-November 21, 2008
 - b. IAPPS Annual Meeting-December 4-5th, 2008
 - c. ISBA School Law Seminar-December 12, 2008
 - d. School Finance Issues Seminar-December 16, 2008
5. Panther Tech 2009 Season Update

6. Letter of Thank You from Charisse Smith (MS FACS Teacher)

Mrs. Singer and Mr. Koloszar complimented Dr. O'Rourke on the excellent Strategic Planning Workshop held on November 15, 2008. They indicated that the organization of the event was good, as was Dr. O'Rourke's leadership.

Additionally, Dr. O'Rourke:

1. Shared a thank you letter from Jackie Riggs for the recent additional stipend.
2. Shared a letter from Riley Children's Foundation thanking Western High School for its gift to Kids Caring and Sharing.
3. Asked the Board to accept a \$500.00 donation to Western School Corporation from the estate of Mary Elizabeth Cedars. Mr. Kenworthy so moved, the motion was seconded by Mr. Marley and passed 7-0.
4. Asked the Board to approve the water project and to delay the implementation of the Performance Services Energy Savings project. Mr. Marley so moved, the motion was seconded by Mr. Koloszar and passed 7-0.

Item #6 – Special Education Issues

Mr. Davidson moved that the following recommendations be approved:

- a. Dave Anderson and Charity Rossiter be allowed to provide 5 hours of English/language arts and mathematics homebound instruction for two moderate disability students.
- b. Allow the Superintendent to create and hire a temporary substitute position in order to provide classroom assistance for a primary age child.
- c. Create and hire an additional special education teacher and aide to assist with the special education needs of the primary and intermediate schools.
- d. Create and hire an additional special education teacher and aide for the emerging Western PVE program.
- e. Add additional staff/days to address our student's speech needs.
- f. Add a personal health aide for a physically impaired high school student.

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

Item #7 – Expenditure Categorical Goals SY 08-09

Mrs. Singer moved that the Board approve the following SY 08-09 expenditure categorical goals for the sum of category 1 (student academic achievement) and category 2 (student instructional support):

General Fund	84.9%
Capital Projects	16.18%
Debt Service	.05%

Transportation .05%
Bus Replacement .05%
Retirement/Severance .05%
Special Education 100%

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

Item #8 – Personnel

Mr. Marley made a motion that the Board approve the following recommendations for employment and resignations:

1. Recommendations for Employment
 - a. Marti Lushin, temporary second grade teacher
 - b. Susan Workman, temporary third grade teacher
 - c. Allison Turner, homebound instructor
 - d. Jodi Beall, dish machine operator, high school
 - e. Georgann Benziger, cook/server, primary school
 - f. Travis Stevens, Varsity wrestling volunteer assistant
 - g. Matt Sanders, Middle school wrestling volunteer assistant
 - h. Kylene Pulley, Varsity girls swimming paid assistant
 - i. Lynn Hale, Girls varsity basketball volunteer assistant
 - j. Allyson Gordon, temporary middle school language arts teacher
 - k. Nancy Erb, special education teacher, intermediate school
 - l. Toni Smith, health aide, high school
2. Resignations:
 - a. Jeannine Kelly, special education aide, primary school
 - b. Kim Muegge, school nurse, intermediate school

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

Item #9 – Professional Improvement Requests

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

PROFESSIONAL IMPROVEMENT REQUESTS

NOVEMBER 2008

AMANDA BLYTHE-INDIANA ART EDUCATION CONFERENCE-FRENCH LICK, IN-SEPTEMBER 9-11, 2008

AUDREY DAILEY-INDIANA COUNCIL FOR THE SOCIAL STUDIES ANNUAL CONFERENCE-IUPUI-NOVEMBER 6, 2008

BILL DICKISON-INDIANA COUNCIL FOR SOCIAL STUDIES ANNUAL CONFERENCE-IUPUI-NOVEMBER 6, 2008

NATHAN SCHMIDT-INDIANA COUNCIL FOR SOCIAL STUDIES: EMPOWERING THE STUDENTS FOR THE FUTURE-IUPUI-NOVEMBER 6, 2008

JOSH LARSH-INDIANA COUNCIL FOR SOCIAL STUDIES ANNUAL CONFERENCE-IUPUI-NOVEMBER 6, 2008

JILL NEWBY-INDIANA COUNCIL FOR SOCIAL STUDIES ANNUAL CONFERENCE-IUPUI-NOVEMBER 6, 2008

JUDY SUFFIELD-SUPPORTING STRUGGLING READERS: STRATEGIES TO INCREASE CONTENT COMPREHENSION-LAFAYETTE-FEBRUARY 25-26, 2009

LORI LARIMORE-COMMODITY PURCHASING-TAYLOR HS-NOVEMBER 13, 2008

CHRISTY FRAZIER-COMMODITY PURCHASING-TAYLOR HS-NOVEMBER 13, 2008

BOBBI MYERS-COMMODITY PURCHASING-TAYLOR HS-NOVEMBER 13, 2008

KIM DEARDORFF-COMMODITY PURCHASING-TAYLOR HS-NOVEMBER 13, 2008

EMILY KLINGLER-COMMODITY PURCHASING-TAYLOR HS-NOVEMBER 13, 2008

RANDY MCCRACKEN-2009 IAG CONFERENCE-INDIANAPOLIS-FEBRUARY 2-3, 2009

ANN TAYLOR-2009 IAG CONFERENCE-INDIANAPOLIS-FEBRUARY 2, 2009

ABBY CRUME-2009 IAG CONFERENCE-INDIANAPOLIS-FEBRUARY 2, 2009

LIZ DOUGLASS-2009 IAG CONFERENCE-INDIANAPOLIS-FEBRUARY 2-3, 2009

BRANDIE OLIVER-PARENT INVOLVEMENT FOR HISPANIC FAMILIES & EDUCATION SOUTH OF THE BORDER-WABASH VALLEY ESC-JANUARY 15, 2009

KATHY WOOD-PARENT INVOLVEMENT FOR HISPANIC FAMILIES & EDUCATION SOUTH OF THE BORDER-WABASH VALLEY ESC-JANUARY 15, 2009

SHARON FIELDS-ISBA COMPULSORY SCHOOL ATTENDANCE WORKSHOP-KOKOMO HS-NOVEMBER 13, 2008

EMILY KLINGLER-SCHOOL FOOD COST CONTROL-FISHERS-NOVEMBER 14, 2008

BARBARA BARRETT-LEARNING DISABILITIES ASSOCIATION OF INDIANA CONFERENCE-CARMEL-NOVEMBER 7, 2008

CARRIE WORLAND-LEARNING DISABILITIES ASSOCIATION OF INDIANA CONFERENCE-CARMEL-NOVEMBER 7, 2008

LOUISE LEHMAN-INDIANA FOREIGN LANGUAGE TEACHERS ASSOC.-INDIANAPOLIS-NOVEMBER 7-8, 2008

JILL NEWBY-ACADEMIC SUPERBOWL CONFERENCE-CONVENTION CENTER (INDIANAPOLIS)-SEPTEMBER 29, 2008

MARIETTA HARROLD-ACADEMIC COACHES CONFERENCE-INDIANAPOLIS-SEPTEMBER 29, 2008

BRENDA STRUNK-DIABETES MANAGEMENT TRAINING FOR REGISTERED NURSES IN SCHOOLS-IVY TECH LAFAYETTE-NOVEMBER 6, 2008

DAWN REEL-PRACTICAL STRATEGIES FOR WORKING WITH ASPERGER'S SYNDROME AND HIGH FUNCTIONING AUTISM STUDENTS-INDIANAPOLIS-DECEMBER 4, 2008

HEIDI PEARCY-PRACTICAL STRATEGIES FOR WORKING WITH ASPERGER'S SYNDROME AND HIGH FUNCTIONING AUTISM STUDENTS-INDIANAPOLIS-DECEMBER 4, 2008

JACKIE RIGGS-PRACTICAL STRATEGIES FOR WORKING WITH ASPERGER'S SYNDROME AND HIGH FUNCTIONING AUTISM-INDIANAPOLIS-DECEMBER 4, 2008

KATHLEEN JAMES-PRACTICAL STRATEGIES FOR WORKING WITH STUDENTS WITH ASPERGER'S SYNDROME AND HIGH FUNCTIONING AUTISM-INDIANAPOLIS-DECEMBER 4, 2008

SHERRY YAZEL-IUPUI GUIDANCE COUNSELOR CAMPUS DAY-IUPUI-NOVEMBER 7, 2008

STEPANIE ROSE-NACAC NATIONAL COLLEGE FAIR-INDIANAPOLIS-NOVEMBER 6, 2008

DENNIS CRUM-“BUT HOW DO WE TEACH WRITING?”-LAFAYETTE, NOVEMBER 18, 2008

LYNN GUINN-CATCH CONFERENCE-INDIANAPOLIS-NOVEMBER 12, 2008

The motion passed 7-0.

Item #10 – Board Member Roundtable

All of the Board members, individually and collectively complemented all members of the Strategic Planning committee for the ongoing work on this vital project and for their excellent participation at the November 15, 2008 retreat.

Item #11 – Signing of the Documents

The proper documents were signed.

Item #12 – Adjournment

The meeting was adjourned at 7:05 p.m.