

Western School Corporation

Russiaville, IN 46979

November 16, 2010

Minutes of the regular meeting of the Western Board of School Trustees held on Tuesday, November 16, 2010 at 6:00 p.m.

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

Members Absent: Harry Kenworthy

Others Present: Peter O'Rourke, Abby Rodgers, Randy McCracken, Pam Carter, Taffy Cooke, Dick Taylor, Pat Grzesiak, Dale Bozell, Dawn Wenger, Peter Adelson, Kendra Metcalf, Jill Newby, Carrie Worland and Jerry Hawkins

Mr. Davidson opened the meeting with prayer and Mr. Koloszar led the Pledge of Allegiance.

Item #1 – Opening of the Meeting

Mr. Koloszar called the meeting to order at 6:07 p.m.

Item #2 – Approval of the Agenda

Mr. Maugans made a motion to approve the agenda. Mr. Marley seconded the motion, which passed 6-0.

Item #3 – Approval of the Minutes

Mr. Maugans made a motion to approve the minutes of the October 19, 2010 regular meeting of the Western Board of School Trustees. Mr. Koloszar seconded the motion which passed 6-0.

Item #4 – Opportunity for Public Comment

There were no comments from the public.

Item #5 – Howard County Recycling District

Ms. Dawn Wenger, Education Coordinator, Howard County Recycling District, presented an award to the school board in recognition of the corporation's outstanding recycling efforts (22,835 pounds of recycling) for the 2009-2010 school year.

Item #6 – Panther Pride

Dr. O'Rourke commended the following to the Board:

1. Western Middle School spelling team for becoming a state qualifier for Spellbowl.
2. Letter from Ann Funk recognizing the teaching prowess of Steve Hoppes. Ann's son, Kevin was one of two students receiving an A on a recent Purdue CAD class test.
3. Letter from IUK praising Judy Suffield, Western High School English Department Chair, and her staff for providing a positive practicum experience for several IUK students.
4. The Western High School marching band for its outstanding state and national competition accomplishments.
5. The Western community for its willing participation in the Kokomo Rescue Mission "Socks" collection efforts.
6. Mrs. Jan Koloszar, teacher, Northwestern School Corporation, and wife of Board member Mike Koloszar, for her recognition as one of Indiana's finest teachers.

Item #7 – Performance Services Documents/Contracts

Mr. Maugans made a motion to approve the following:

1. Resolution for Guaranteed Energy Savings Contract; and,
2. Installation Contract for the Western School Corporation Guaranteed Energy Savings Contract

as submitted by Performance Services, to be executed upon approval of the Bond Purchase by Regions Bank.

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

Item #8 – Reports

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

WESTERN SCHOOL CORPORATION
 TREASURER'S REPORT
 BOARD MEETING 11/16/10

Bank Balance

CB - Checking Account Balance 10/01/10	\$4,168,933.71
Non-Revenue Receipts	415,116.70
MTD Revenue	1,428,477.74
Disbursements from Clearing Accounts	383,362.22
MTD Disbursements	<u>2,277,086.25</u>
Checking Account Balance 10/31/10	\$3,352,079.68

Total Depository Balance 10/31/10 \$3,352,079.68

Vendor Claims Submitted For Approval

#58092 - 58110 of 10/20/10 - 10/31/10	\$295,696.83
58111 of 10/31/10	\$5,587.50
#58112 - 58284 of 11/01/10 - 11/16/10	<u>\$640,450.30</u>
TOTAL:	\$941,734.63

Payroll Claims Submitted for Approval

#6 of 10/01/10	\$460,843.77
#7 of 10/15/10	\$467,507.67
#8 of 10/29/10	<u>\$469,025.02</u>
TOTAL:	\$1,397,376.46

 Interest on Checking 01/01/10 to 10/31/10 \$29,598.31

pc

Mr. Wells made a motion to approve the Treasurer's report and claim docket. Mr. Maugans seconded the motion and the motion passed 5 for - 0 against - 1 abstention.

2. **Director of Transportation:** Mrs. Cooke provided the following report:

Western School Corporation
Taffy Cooke, Director of Operations

November 2010 School Board Meeting

Security

- ❖ **Because Keith Myers is going to the day shift at the first of the year, I will be asking for your approval for the hiring of a third liaison officer. Keith will still be working on one of his days off and helping with sporting events. Wayne will put a schedule together each week so that we have optimum coverage for all of our buildings. Incorporating a third officer in the rotation will also allow us to have coverage on most days until 3:30.**

- ❖ **Keith Myers, Wayne Ives, Sharon Fields, Lissa Stranahan, and myself attended the annual School Safety Specialist Academy in Indianapolis on October 26th, and 27th. While I didn't think it was as good as it usually is, we did come away with some ideas and some challenges for our school safety committee. Lissa and I are working on some preliminaries for establishing a re-unification plan. We are planning a site visit to Oakbrook Church to assess whether this site would work for our needs and if they would be receptive to partnering with us.**

Mrs. Cooke provided further clarification on the need for another liaison officer and the use of Oakbrook church as an emergency re-unification site. Mr. Maugans asked if Oakbrook was going to charge to use the site. Mrs. Cooke said that she is looking into it.

3. Director of Maintenance: Mr. Grzesiak submitted the following report:

Western School Corporation

2600 S. 600 W.
Russiaville, IN 46379.

Status Report from Pat Grzesiak

For the month of November 2010

Maintenance Projects

- ❖ The parking lot area at the south end is now gravel and is in a usable state. Due to changes made by myself and getting them straightened out we are going to forgo the asphaltting for now. It is getting too late in the year and the asphaltting plants shutting down we will stop now. The fence work and the outer post and cables are installed and the signs are put in. I would like to apologize and except any discrepancies caused to anyone for this project.
- ❖ The water plant is operating fantastic and staff members and students are saying that it has made a big difference and that they never thought it could make that big of change.
- ❖ I am working with Performance Services on the bond project and the scope has been set for the work that is to be accomplished. We are working on a time schedule to see what work may be done while school is in session. An example would be to do the chiller and condensing units at the primary while winter is in and not being used. When spring is here that system will be ready for use and then work on the boilers when school lets out. We try to do all work when it cannot interfere with the educational process.
- ❖ The maintenance staff is in the switching mode from summer to winter both outside and the inside HVAC systems.
- ❖ As I always say, if there is any questions please feel free to call me anytime.

Pat Grzesiak – Director of Maintenance

A focused and informative discussion occurred concerning the recent auxiliary parking lot project.

4. **Director of Technology:** Mr. Taylor submitted the following report:

Technology Director Report

November 10, 2010

HECC Conference

Bill Maki and I will be attending the Hoosier Educational Computer Coordinators conference on November 18th and 19th.

SIS Search Process

We are in the midst of an intensive effort to evaluate a replacement for our current STI Student Information System program. We have already conducted full day presentations for Harmony and STI Information Now and will have a presentation from Skyward next Tuesday. There are pros and cons to all of the systems we are looking at but we are including 25 people in our evaluation sessions to gather input from all key stakeholders.

Required on-line ISTEP Testing

We are required this year to have our eighth grade students complete the multiple choice portion of the spring ISTEP on-line. Due to the problems encountered last spring with the testing, we are being required to do a full installation of software now for two load tests that will run November 15-17 and December 6-10. This is requiring a significant time involvement and the details of how all of this is going to work seem to change frequently.

Technology Committee

The Technology Committee met on Monday, November 1st. Agenda items included:

- ❖ Review of evaluation instrument to use for SIS evaluation
- ❖ Preliminary review of pros and cons of each of the three SIS systems we are evaluating
- ❖ Received a brief report of the ICE Conference attended by Nathan Schmidt, Pat Waterman, and Dick Taylor
- ❖ The committee discussed the use of School Messenger to promote fund raising activities at the school. There has been some concern that School Messenger could be overused causing

patrons to not pay attention to important/urgent messages from the school. It was determined that principals should use discretion in the amount of use of the notification system for fund raising and should check with other principals if notification was to affect patrons not in their individual buildings.

- ❖ A document from a Florida school with social networking guidelines for staff-student interaction was distributed. We plan to discuss this more fully at our next meeting.
- ❖ A brief video was shown to illustrate some of the potential of digital curriculum in lieu of standard textbooks.

5. Assistant Superintendent: Mr. McCracken submitted 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, 2010

1. Summer School Reimbursement – \$69,446.30. This year the state fully reimbursed both our category I & II summer school programs.
2. Curriculum Mapping – Recently I met with the math and English/Language Arts teachers in grades K-8 to do a comparison between the new state maps and the curriculum maps that we had developed. The results were positive with some minor adjustments needing to be made to ensure content was covered by critical times within the second semester (ISTEP+ testing windows). Additionally, teachers observed areas that we needed to emphasize more, based on test data and state maps. Late spring, teachers will be provided time to once again revise our maps based on state maps, the inclusion of the Common Core Standards, test data, and textbooks/instructional material adopted.
3. Textbook Adoptions/Addition – Textbook adoption meetings will begin in January and February for the following:
 - Mathematics
 - Science
 - Health

This year, we will begin looking at the possibility of Digital Curriculum versus a traditional textbook. We are also looking at piloting Digital Curriculum within some of the curricular areas outside this adoption.

6. Superintendent: Dr. O'Rourke submitted the following report:

**Superintendent's Report
November 2010**

1. Mobility Report:

	Transfers within county		
	<u>2008</u>	<u>2009</u>	<u>2010</u>
Primary	20	30	15
Intermediate	7	18	12
Middle	30	29	20
High	25	34	36
Total	82	94	83

	Transfers outside county		
	<u>2008</u>	<u>2009</u>	<u>2010</u>
Primary	28	11	19
Intermediate	5	7	12
Middle	19	23	16
High	29	23	14
Total	81	64	61

2. 2011-2012 Calendar Committee:

- a. Mike Koloszar has been the School Board representative to this committee.
- b. We will again use the student messenger to solicit input on start/end dates, breaks, etc. I am interested in discussing a start date after Labor Day and the possibility of a "balanced calendar," that is year-round school. I am attempting to meet with Dr. Tony Bennett and Dr. White, Superintendent, IPS, on this issue.

3. Uniforms:

I am still very interested in this concept and am exploring the possibility of a "pilot" program next year.

4. Executive Session for new personnel/ at risk personnel evaluations will be scheduled after the regular December 2010 School Board meeting.

5. Retreat:

Bring your calendars and we will select a date.

6. Thank you for all the kind words, hugs, flowers, regarding the passing of my Mom. Please keep her in your prayers.

Item #9 – Goals for Expenditure Categories

Mr. Maugans moved and Mr. Davidson seconded that the Board approve the goals for expenditure categories as required by P.L. 191-2006 (HEA 1006), and as submitted by Mrs. Carter and Dr. O'Rourke. The motion passed 6-0.

Item #10 – ESL Handbook

Mrs. Singer made a motion to approve the changes to the ESL Handbook as submitted by Mr. McCracken. Mr. Wells seconded the motion. Mr. Wells asked if our numbers go up every year. Mr. McCracken indicated that they stay about the same, around 28-30 students. The motion passed 6-0.

Item #11 – Memorandum of Understanding

Mr. Davidson made a motion to approve the Memorandum of Understanding, Reduction In Force, signed by Dr. O'Rourke, Superintendent, Western School Corporation, and Mrs. Beverly K. Austin, President, Western Education Association, on November 11, 2010. Mrs. Singer seconded the motion which passed 6-0.

Item #12 – Scholarship Acceptance/Conference Request

Mr. Wells moved and Mr. Marley seconded, that the Board approve the request by Mrs. Pownall, Western Middle School Principal and by Mrs. Stranahan, Western Middle School Assistant Principal, to accept the National Middle School Conference Scholarship to attend the Middle School Conference in Baltimore, Maryland, and to approve their attendance at the conference. The motion passed 6-0.

Item #13 – Food Service Requests

Mrs. Singer made a motion to approve the Deep-Fryer Replacement/Rational Combi-Oven Project and the Disposal of Kitchen Equipment Proposal, as submitted by Emily Klingler, Food Service Director. Mr. Davidson seconded the motion. Mr. Maugans asked what a combi-oven was; Mr. Grzesiak provided the answer. The motion passed 6-0.

Item #14 – Civil War Day Funding

Mr. Marley moved and Mr. Maugans seconded that the Board approve a request from Western Middle School teachers Kevin Pax and Brandon Shawhan to allow Western Middle School to solicit donations to fund the Civil War Day program. The motion passed 6-0.

Item #15 – NEOLA (2nd Read)

Mr. Maugans made a motion to adopt the following new/revised/replacement NEOLA policies:

0167.3; 2260.01; 3122.02; 3160; 3362; 3419.01; 3419.02; 3430.01; 4122.02; 4160; 4362; 4419.01; 4419.02; 4430.01; 5517; 8120 (as amended); 8510.

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

Item #16 – Personnel

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

1. ECA:
 - a. Justin Foust, 8th grade Boys Basketball Assistant
 - b. Tom Henning, 7th grade Boys Basketball Assistant
 - c. Marc Slick, 8th grade Boys Basketball Assistant
2. Medical Leave for Pam Wood, Primetime Aide, Western Primary School
3. Increase in contract for Emily Klingler by \$4,392 in light of her attaining her Registered Dietician Credential.
4. Recommendations:
 - a. Kristy Vasquez, temporary Title I Tutor
 - b. Justin Markley, Liaison Officer
5. Creation of position: Western High School Cafeteria Non-Certified Staff, Supervision Aide, for 2 hours per day for the remainder of SY 10-11.

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

Item #17 – QSCB Bond Issue (Signatures)

Dr. O'Rourke had hoped to provide information copies of QSCB Bond Issue documents recently signed by members of the Building Corporation, Board members and himself. However, Bond Counsel has indicated that these copies will not be available until later in the bond process.

Item #18 – Professional Improvement Requests

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

Dr. Peter O'Rourke – Title I Administrative Workshop – Indianapolis – November 30, 2010

Randy McCracken – Title I Administrative Workshop – Indianapolis – November 30, 2010

Emily Klingler – Van Treese Open House – Indianapolis – November 4, 2010

Kim Deardorff – Van Treese Open House – Indianapolis – November 4, 2010

Bobbi Myers – Van Treese Open House – Indianapolis – November 4, 2010

Christy Frazier – Van Treese Open House – Indianapolis – November 4, 2010

Lori Larimore – Van Treese Open House – Indianapolis – November 4, 2010

Dick Taylor – STI Users Conference – Normal, IL – November 3-4, 2010

Lissa Stranahan – National Middle School Conference – Baltimore, MD – November 3, 2010

Julie Pownall – National Middle School Conference – Baltimore, MD – November 3, 2010

Susan Morgan – 2010-11 IAG Conference – Indianapolis – January 13, 2011

Marcia Smith – 2010-11 IAG Conference – Indianapolis – January 13, 2011

Ann Loveless – 2010-11 IAG Conference – Indianapolis – January 13, 2011

Melissa Burkhalter – 2010-11 IAG Conference – Indianapolis – January 13, 2011

Janelle Quinn – 2010-11 IAG Conference – Indianapolis – January 13, 2011

Nancy Hole – 2010-11 IAG Conference – Indianapolis – January 13, 2011

Ann Taylor – 2010-11 IAG Conference – Indianapolis – January 13, 2011

Rick Davis – IASP Fall Professional Conference – Indianapolis – November 22-23, 2010

Jill Newby – AP Workshop (US History) – Butler University – November 23, 2010

Judy Suffield – AP English Conference – Butler University – November 23, 2010

Nathan Schmidt – AP Workshop (US History) – Butler University – November 23, 2010

The motion passed 6-0.

Item #19 – Board Member Roundtable

Mr. Marley asked Dr. O'Rourke to provide some research data on balanced school calendars.

Mr. Koloszar complimented the Western High School band.

Item #20 – Signing of Documents

The proper documents were signed.

Item #21 – Adjournment

The meeting was adjourned at 7:08 p.m.

