

**Western School Corporation
Russiaville, IN 46979
October 18, 2011**

Minutes of the regular meeting of the Western Board of School Trustees held on October 18, 2011.

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

Members Absent: Jeff Davidson, and Mike Koloszar

Others Present: Randy McCracken, Abby Rodgers, Pam Carter, Taffy Cooke, Ralph Carpenter, Dick Taylor, Suzie Reagle, Donna Shepherd, Suzi Morgan, Heather Hendrich, Steve Arthur, Vicki Hill, Katie Sundheimer, Cheryl Harshman, Rick Davis, Julie Pownall, Matt Hines, Jet Sundheimer

Mr. Wells led prayer and Mrs. Singer led the Pledge of Allegiance prior to the official opening 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 the Personnel and Professional Improvement Request items on the agenda. Mr. Maugans made a motion to approve the agenda as amended by Mr. McCracken. Mr. Marley seconded the motion which passed 5-0.

Item #3 – Approval of the Minutes

Mr. Maugans made a motion to approve the minutes of the September 20, 2011 regular meeting. Mr. Wells seconded the motion which passed 5-0.

Item #4 – Opportunity for Public Comment

There were no comments from the public.

Item #5 – Panther Pride

Mr. McCracken had Mr. Davis share the following with the Board:

1. 2012 National Merit Commended Students
2. Thank you letter from Howard County Stormwater District

Item #6 – Reports

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

WESTERN SCHOOL CORPORATION
TREASURER'S REPORT
BOARD MEETING 10/18/11

Bank Balance

FFBT Checking Account Balance 09/01/11	\$8,598,027.14
Non-Revenue Receipts	452,895.72
MTD Revenue	1,328,454.52
Disbursements from Clearing Accounts	405,458.48
MTD Disbursements	<u>2,426,670.54</u>
Checking Account Balance 09/30/11	\$7,547,248.36

Total Depository Balance 09/31/11	\$7,547,248.36
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Vendor Claims Submitted For Approval

#59767 - 59794 of 09/21/11 – 09/30/11	\$600,108.87
#59795 - 59976 of 10/01/11 – 10/18/11	<u>\$826,594.80</u>
TOTAL:	\$1,426,703.67

Payroll Claims Submitted for Approval

#4 of 09/02/11	\$508,116.65
#4a of 09/09/11	\$71.55
#5 of 09/16/11	522,807.49
#6 of 09/30/11	<u>522,970.22</u>
TOTAL:	\$1,553,965.91

Interest on Checking 01/01/11 to 09/30/11 \$12,714.10

pc

Mr. Wells made a motion to approve the Treasurer's report and claim docket. Mr. Kenworthy seconded the motion which passed 5-0.

B. **Director of Transportation:** Mrs. Cooke submitted the following report:



Western School Corporation
Taffy Cooke, Director of Transportation, Safety, and Security

October School Board Meeting

Security

We have had the Russiaville drug dog here on two occasions already this year with a third one planned for next week. We have another visit planned for the first week of November that will include several dogs from the Kokomo Police Department –the first time we did a sweep of a section of the high school student parking lot and the second time was in the middle school. It is always interesting to see the stir that these visits cause and, of course, our hope is that a clear message is sent.

Our first intruder drill of the year was in the Primary/Intermediate building on September 21st. We do one of these drills each semester and the students and staff do a great job of knowing the protocol and getting in their safe positions in a timely way. It is obvious that most of these students/staff have done several of these and know exactly what to do. We actually started practicing these drills well before they were mandated.

As you are aware, on September 27th at around 7:15 a.m. we had a middle school student struck by a car. Our emergency preparedness plan was immediately put in to place. The first challenge was to get

the three buses on campus that were west of the accident and trying to get students to school. The sheriff's department and our liaison officer on duty did a fantastic job in assisting the buses to get our students delivered. We then began planning for any scenario that might develop as a result of this accident. Everyone involved in this process remained calm and were so helpful in laying out a good plan. Appropriate school personnel as well as outside personnel were contacted and on stand-by. I was reminded again of how blessed we are to have such a great staff!

Transportation

We had our twelve year inspection on September 7th. It actually ended up being a surprise due to the change in scheduling inspections for the State Police - we only had two of our SPVs that had to be inspected and fortunately they both passed – credit going to our mechanic, Scott, for keeping everything in good shape.

September 13th was our first mass bus evacuation – we had perfect weather – before the drill the drivers remind the students of the proper procedures for rear and front door evacuation and also to discuss any other potential emergencies that could arise on the bus. These drills are held once a semester for all students.

C. **Director of Maintenance:** Mr. Carpenter submitted the following report:

Director of Maintenance Report

October 2011

- Roofing and Building Seminar

Thank you for allowing me to attend this seminar. It gave me great insight for industrial roofing and building construction. This will help me in the future as we discuss maintenance and replacement of our existing roofing.

- Boiler service

All boilers, except for the new installations, have been opened and serviced for the approaching heating season. All new installation boilers have been test fired and are in standby. All state required inspections have been conducted and certified. We are one hundred percent compliant

- Roof

We are currently working with Rick Ryherd to determine a dollar amount for roof repairs that will need to be made as soon as possible. We will also include long term goals to keep our roofs in top shape. I will present this for approval when the project is complete.

- Performance Project

We are up to date with all current punch list items. All new boilers are fired, and in standby. We still have to implement training, for the maintenance and custodial staff, for the boiler operating procedures. We are experiencing an unexpected problem with windows that have been blacked out for the stand alone units in the Intermediate building. We have had seven break due to thermal stress. Performances Services has been contacted and arrangements have been made for the replacement of all South facing windows, with tempered enameled glass, to eliminate this problem.

- Breakdowns and response

I am so thankful for my dedicated maintenance crew that responds to emergency issues as if it were their own property. We have had several issues that received very quick and thorough responses from all concerned.

- Parking lot lights

All lights, ballasts, and wiring issues have been addressed.

- Air handler service

We are currently servicing all air handlers. This includes checking/changing filters, lubrication, changing belt etc.

- Planning for snow

We are getting all the snow removal vehicles serviced and ready. We are setting up assignments and setting priorities for removal.

Respectfully Submitted,

Ralph A. Carpenter

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

Technology Director Report

October 11, 2011

Skyward Progress

We are nearing the end of our first grading period and the first production of grade cards using our new Skyward system. I am expecting that although grade cards will be different, there will not be any major

issues. We are counting on printing grade cards for every student this first nine weeks and will then evaluate our plan for distributing most of the grade reports electronically.

Our final grade (high school transcript) data conversion was completed on September 23rd, and the high school student services staff received a full day of training on the 28th for transcript and grade history. There is some data that is being carefully reviewed by Mrs. Yazel but overall the conversion process went very well and our new transcripts are very professional looking.

I have been working on importing test score data (SAT/ECA/ISTEP, etc) into Skyward and the process is working well thus far but we have a considerable amount of historical data yet to import.

We will have five staff members attending the Skyward Users conference in Indianapolis this Thursday and I will report on that conference at the board meeting.

STAA Loan Approval

A few months ago you approved an application for a School Technology Advancement Account Loan through the Common School Fund. We have received notice that we were approved for the requested \$51,300. These funds will be used to pay for some of our software subscriptions and some computer hardware that would normally be paid from our Capital Projects Fund.

State Reports

The following state reports are due toward the end of October or first of November:

- ❖ Certified Employee
- ❖ Graduate
- ❖ Textbook Reimbursement
- ❖ Language Minority
- ❖ ECA Early Winter Testing

Other Technology Items

- The high school library lab computers have been replaced and the previous ones are being reconditioned and deployed for student use in the WALC classroom, remediation classrooms and other student use areas.
- All teacher, student, and class data have been imported for our first round of Acuity testing for grades 3 – 8.
- High School English 9 & 10 teachers are being trained for using the Star Reading program.
- See following page for 1:1 student computing investigation

Mr. Taylor also presented letters to the Board members indicating his intent to retire on June 30, 2012.

E. **Director of Special Education:** Mrs. Reagle submitted the following report:

A. Life Skills classrooms

- a. Furniture and assistive technology items are arriving, being inventoried and delivered to classrooms for student use

B. Case conferences held between 9/19/11-10/18/11

- | | |
|---------------------------|----|
| a. Primary | 4 |
| b. Intermediate | 7 |
| c. Middle School | 4 |
| d. High School | 15 |
| e. Private school | 0 |
| f. First Steps Transition | 2 |
| g. Preschool | 1 |
| h. Life Skills | 2 |

C. Indiana IEP

- a. Four ½ day sessions of IIEP training have been completed with Western Special Education teachers, Life Skills teachers and Related Service staff.

D. Transition IEPs

- a. IDOE returned five Transition IEPs for correction to Western School Corporation. As it stands, one IEP is from a student no longer enrolled at Western, two IEPs were from students that participated in graduation last school year and two IEPs have been corrected and ready for return to IDOE.
- b. Training regarding the development of Transition IEPs has taken place during Indiana IEP training and on a case by case basis as conferences are held.

E. Future Trainings

- a. Crisis Prevention Intervention training
- b. Autism Training
- c. Crane/Reynolds Behavioral Management Training

F. Superintendent: Mr. McCracken submitted the following report:

To: Members of the Western School Board
From: Randy McCracken
Re: Superintendent's Report
Date: October 18, 2011

1. State Funding Projection – As I indicated last month, our ADM is up 31 students from last year which should equate to more state support. However, with changes to the funding formula, the Basic Tuition Support will actually be slightly down. In addition, we will not receive the restoration grant, our special education grant numbers are slightly down, and the additional pupil count (APC) dollars generated by the private school special education students, beginning January 2012 will follow the student. Basically, before taking off the funding reduction of \$692,898.10 in 2011, we will receive less money in 2012 than in 2011. Comparing bottom line funding, with the 2011 reduction figured in, we will have more money to work with this year than last.
2. Alternative School Update – Under personnel, I will recommend that one of our current high school teachers be approved as the Alternative School Director/Instructor for the remainder of the 2011-2012 school year. The teacher being recommended has a great rapport with her students and when she subbed in the Alternative School during this transition, was able to establish a good rapport with these students as well. The challenge next will be to find a qualified replacement for the general education classroom. I believe by using her in this capacity for the remainder of the school year will allow us to better evaluate the effectiveness of the program, and then determine our need as well as the students' needs for the following year.
3. Teacher Evaluation Update – Our evaluation committee met on September 28 to begin the process of developing a teacher evaluation, along with a principal evaluation instrument that meets the new requirements of the state. Members of the committee were grouped together to evaluate models that are currently in use throughout the state as well as our current model. Groups will report on their models on October 21 during a daylong work session. From there, we will begin the formulation of our model and eventually tie the model to pay. Since our contract runs through the 2015-2016 school year, the pay component will not be in effect until the following year.
4. Rescue Mission Sock Challenge – Western will compete with Kokomo for the second year to see which school corporation can collect the most pairs of socks to benefit the Kokomo Rescue Mission. Last year over 9,000 pairs of socks were collected that benefited close to 4,000 people through Christmas boxes in a six county area. The need is great and this year we would like to collect even more socks to benefit those in need and of course, beat Kokomo in the challenge. The losing school corporation's superintendent will be presented a shirt from the winning school at half time of Varsity Boys' game on November 23 and will spend the second half of the game in the opposing schools cheer block. Those attending the game on the 23rd will receive a dollar off at the gate that night for bringing a pair of socks. Community members that would like to donate to the cause can also bring their sock donations to any of our school locations or to the corporation office before November 23rd.
5. Outside Booster/ECA Accounts, Fundraisers and Camps – Attached are three memos that have been sent to the staff, coaches and sponsors that are intended to provide clarification and consistency.

6. Immunizations Update – Our numbers of students without the required immunizations continue to be reduced. Our nurses have done a great job tracking this and contacting parents. Principals are now making follow-up calls for those remaining.
7. Homework Tutor at Vinton Circle and Briarwick – Under personnel, you will see a recommendation for a tutor for Vinton Circle and Briarwick. With the approval of this tutor, we will now have tutoring assistance at three locations within our school district. We will monitor the effectiveness over the course of this year and then determine any changes that may need to be made for the following year.
8. Curriculum – The math textbooks that we were waiting for from the start of the school year have now arrived. These resources will now be integrated into the instruction and the curriculum maps. Western is very fortunate to have teachers collaborating together to ensure that all the standards are being covered. The books that have arrived have a blend of the Indiana Academic Standards and the new Common Core.
9. Title II A – This year we plan to continue to use Title IIA funds to allow us to employ additional teachers. In the future, the state would like to see these funds used toward retaining highly qualified teachers and in connection with the evaluation instrument to reward effective and highly effective teachers.
10. Compassion Displayed by Our Students and Staff – I can't say enough about the compassion shown by our students and staff when a fellow student or staff member is in need. The middle school has made cards, sold shirts, and planned fund raisers to help and support a fellow middle school student that was injured in an accident. In addition, several students and staff are planning activities to help raise funds for the medical expenses of one of our kindergarten students. When a need arises, our community responds.
11. Cost Savings Planning – Our principals and directors are looking for every opportunity to save money. Our goal, as always is to preserve programs, jobs and services to children. We are currently analyzing utility bills, purchases, debt, and practices to save money. This will be an on-going practice that will be discussed monthly.
12. Planning
 - Rainy Day Fund
 - Change in date of School Board Officer Elections due to term change
 - Board Retreat
 - Caring and Kindness Meeting – October 27th

TO: All Western Staff and Lay Coaches/Sponsors
From: Randy McCracken and Pam Carter
SUBJECT: Camps and Lessons
DATE: September 1, 2011

Please be advised of the following requirements as related to camps and lessons provided for younger or inexperienced students/children.

- ☐ Beginning September 1, 2011, any coach or staff member requesting a camp, or time period for providing lessons, must complete and submit a request to the Superintendent for School Board approval.
 - The request must include the following information:
 - Dates and times
 - Location
 - Personnel involved
 - Budget – Predicted revenue and disbursement of funds
- ☐ Checks should be made out to the coach or staff member requesting the camp.
 - Payment of coaches/workers and related expenditures will be paid by the coach or staff member requesting the camp as outlined in the budget.
- ☐ Beginning September 1, 2011, all overnight camps must obtain School Board approval.

TO: All Western Staff, Lay Coaches/Sponsors, and Western Booster Organizations
FROM: Randy McCracken and Pam Carter
SUBJECT: Fundraising Clarification and Protocol
DATE: September 1, 2011

There are certain aspects of fundraising that must be adhered to in order to comply with regulations put forth by the State and Federal Law, Indiana State Board of Accounts, and Western School Board Policy. These regulations are in place to protect both the school and the individuals involved with regard to fundraising practices and the subsequent use of collected funds.

Please be advised of the following:

- ☐ All team, class, club, or equivalent fundraising activities must receive prior approval by the building administration.
 - o Complete Western Form #5830 and submit it to the building principal or designee.
 - o Failure to secure approval will result in the cancellation of the fundraising activity.
 - o Booster Club initiated fundraising should also complete Western Fundraising Form #5830 to help track community fundraising activities and prevent market saturation.
- ☐ Any fundraising activity (including Booster initiated) that involves students, coaches, or sponsors must have funds deposited into the appropriate building extracurricular fund.
 - o Simply put, if students, coaches, or sponsors are involved, the money must go through the school's extracurricular account.
 - o Fundraising activities or events that utilize the efforts of only adult booster members, and not students, coaches, or sponsors are not permitted to deposit funds into the extracurricular account.
- ☐ Students (under 18) may not be involved in fundraising activities related to games of chance or raffles.

TO: All Western Staff and Lay Coaches/Sponsors
FROM: Randy McCracken and Pam Carter
SUBJECT: Outside Booster and Extracurricular Accounts
DATE: September 1, 2011

In order to properly function as an Athletic Department and school, there are some aspects related to outside booster accounts and extracurricular accounts that need to be clarified and certain procedures need to be put in place.

- ❑ Beginning in the fall of 2011, all athletic teams, clubs and co-curricular activities will have an individual extracurricular account tracking that will indicate both revenue and expenditures for that individual sport, club, or activity. In other words, if volleyball brings in money, it will show in volleyball's account. If volleyball spends money it will show the disbursement for volleyball.
 - There is tremendous protection for all involved to have the funds tracked through the extracurricular accounts.
- ❑ Any team equipment or uniform must come through the extracurricular accounts and not booster organizations. This is necessary to comply with Title IX requirements.
- ❑ Panther Pride is the booster club for ALL Western athletics. A unified booster organization is far more effective than several splinter groups. There should be no need for individual team or sport booster clubs.
 - No booster club can use the school's tax exempt number for purchases. Panther Pride has its own tax exempt number.
 - Teams or sports concerned about fairness in distribution of funds should actively participate in Panther Pride meetings and their decision-making process.
 - In addition to the support of ALL Western Athletics, Panther Pride provides the letter jackets for all letter winners, regardless of the sport.
 - With fundraising that involves students being deposited into the extracurricular accounts, the perceived need of an individual team booster club is greatly diminished.
 - Panther Pride can make Board approved donations to the athletic department as requested, needed, or desired.

Item #7 – Approval of Budget Forms 4 & 5

Mr. Maugans made a motion to approve Budget Forms 4 & 5. Mr. Wells seconded the motion which passed 5-0.

Item #8 – Resolutions to Transfer Appropriation

Mr. Marley made a motion to approve three resolutions to transfer appropriation for the Administration site, the Intermediate site, and the Primary site. Mr. Maugans seconded the motion which passed 5-0.

Item #9 – Afternoons R.O.C.K. in Indiana

Dr. Hendrich requested permission to start the Afternoons R.O.C.K. program in the Intermediate building. Mr. Kenworthy so moved, seconded by Mr. Marley. Several clarifying questions were asked and the motion passed 5-0.

Item #10 – Overnight Field Trips

Mr. Wells made a motion to approve the following overnight field trips:

1. IMEA Convention – WHS/WMS Choir
2. IASC HS Division State Convention

Mr. Kenworthy seconded the motion which passed 5-0.

Item #11 – Personnel

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

1. Leave of Absence
 - a. Barb Barrett
 - b. Dave Wood
2. Resignations
 - a. Charisse Smith, Asst. Varsity Softball Coach
 - b. Heather Prater, KASEC
 - c. Larry Miller, Bus Driver
3. Recommendations:
 - a. Marti Lushin, WIS Remediation Aide
 - b. Laura Isaac, WIS Primetime Aide and Homework Club Tutor
 - c. Cassandra Barker, Temp. First Grade Teacher
 - d. Kristi Orem, Temp. Spec. Ed. Aide
 - e. Jennifer Rausch, Temp. Physical Ed. Teacher
 - f. Kay Lazar and Cindy Lester, Homebound
 - g. Kay Lazar, Homework Club Tutor
 - h. Kristen Bundy, Alt. Director/Instructor
 - i. Michelle Voss, Part Time Spec. Ed. Teacher
 - j. Rick Courts, 9 month Custodian
 - k. Winter and Spring Coaches
 - Boys Basketball
 - Marc Slick – 7th grade assistant resignation
 - Jim Clouse – 7th grade assistant (paid)
 - Dwight Singer – 9th grade volunteer
 - Girls Basketball
 - Cherie Helmberger – Varsity assistant (paid)
 - Lynn Hale – Junior varsity assistant (paid)

Steve Black – Junior varsity coach (paid)

*Helmberger, Hale and Black will split the JV Head Coach and Var. Assistant stipends in thirds.

Chris Tuberty – 7th grade head coach (paid)

Gymnastics

Chelsea Lea – Volunteer

Wrestling

Derrick Robinson – Resignation

Randy Robinette – Varsity assistant (paid)

Austin Shepherd – Varsity assistant (paid)

Swimming

Ted Brown Sr. – Boy's varsity assistant volunteer

Eric Cashler – Middle school assistant volunteer

Nancy Phillips – Girl's varsity assistant resignation

Nancy Phillips – Middle school assistant (paid)

Middle school track

Kristy Vazquez – Middle school boys track resignation

4. Additional Position

- a. Blind Low Vision Paraprofessional, KASEC

Mr. Marley seconded the motion which passed 5-0.

Item #12 Acceptance of Donations

Mr. Marley made a motion to accept the following donations:

- a. EasyStand Magician
- b. Cash Donation for Homework Tutor

Mr. Wells seconded the motion which passed 5-0.

Item #13 – NEOLA

Mr. McCracken provided the Board with several NEOLA policies for first reading.

Item #14 – Professional Improvement Requests

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

Professional Improvement Requests

October 2011

Emily Nicholson – IIEP Training – Western – Date TBD

Gena Harshman – IIEP Training – Western – Date TBD

Dave Anderson – IIEP Training – Western – Date TBD

Janet Leeder – IIEP Training – Western – Date TBD

Mary Evans – IIEP Training – Western – Date TBD

Johnalyn Burns – IIEP Training – Western – Date TBD

Sherry Riley – IIEP Training – Western – Date TBD

Alyson Gordon – The Most Powerful Solutions to Eliminating Chronic Disruptive Behaviors in Your Classroom – Indianapolis – October 28, 2011

Carla Smith – Composition Review Seminar – Bloomington – October 7, 2011

Emily Klingler – ISNA State Conference – Fort Wayne – October 27-28, 2011

Tina Jarrett – Komputrol School Users Meeting – Wabash – November 3, 2011

Pam Carter – Komputrol School Users Meeting – Wabash – November 3, 2011

Carrie Mote – Komputrol School Users Meeting – Wabash – November 3, 2011

Cheryl Harshman – ICASE Executive Committee Meeting – Carmel – October 13, 2011

Twyla Carlson – Louisa Moats LETRS Conference – Indianapolis – October 24, 2011

Dick Taylor – Regional Technology Contact Meeting – W Lafayette – October 6, 2011

Cheryl Harshman – CASE National Conference – Williamsburg, VA – November 8-11, 2011

Cheryl Harshman – ICASE Executive Committee Meeting – Carmel – November 17, 2011

Suzie Reagle – Teacher Evaluation Committee Meeting – Western – October 21, 2011

Suzi Morgan – Teacher Evaluation Committee Meeting – Western – October 21, 2011

Steve Arthur – Teacher Evaluation Committee Meeting – Western – October 21, 2011

Beverly Austin – Teacher Evaluation Committee Meeting – Western – October 21, 2011

Cindy Eveland – Teacher Evaluation Committee Meeting – Western – October 21, 2011

Heather Hendrich – Teacher Evaluation Committee Meeting – Western – October 21, 2011

Julie Pownall – Teacher Evaluation Committee Meeting – Western – October 21, 2011

Roger Guinn - Teacher Evaluation Committee Meeting – Western – October 21, 2011

Rick Davis - Teacher Evaluation Committee Meeting – Western – October 21, 2011

Kurt Cantlon - Teacher Evaluation Committee Meeting – Western – October 21, 2011

Kalyn Smith - Teacher Evaluation Committee Meeting – Western – October 21, 2011

Shannon Blaisdell - Teacher Evaluation Committee Meeting – Western – October 21, 2011

Lissa Stranahan – Indiana School Safety Specialist Academy – Indianapolis – October 25-26, 2011

Mr. Kenworthy seconded the motion which passed 5-0.

Item #15 – Board Member Roundtable

Mr. Marley, Mrs. Singer, and Mr. Wells all commented on the fall conference, and appreciated the corporation allowing them to attend.

Item #16 – Signing of Documents

The proper documents were signed.

Item #17 – Adjournment

The meeting was adjourned at 6:35 p.m.