

Western School Corporation

Russiaville, IN 46979

August 18, 2015

Minutes of the regular meeting of the Western Board of School Trustees held on August 18, 2015.

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

Members Absent: Don Wells

Others Present: Randy McCracken, Abby Rodgers, Heather Hendrich, Lissa Stranahan, Vicki Hill, Rick Davis, Steve Arthur and Katie Sundheimer

Mr. Kenworthy 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 6:01 p.m.

Item #2 – Approval of the Agenda

Mr. Maugans made a motion to approve the agenda as presented. Mr. Koloszar seconded the motion which passed 6-0.

Item #3 – Approval of the Minutes

Mr. Maugans made a motion to approve the minutes of the July 21, 2015 regular meeting and executive session. Mr. Koloszar seconded the motion which passed 6-0.

Item #4 – Opportunity for Public Comment

There were no comments from the public.

Item #5 – Reports

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

WESTERN SCHOOL CORPORATION
 TREASURER'S REPORT
 BOARD MEETING 08/18/15

Bank Balance

FFBT- Checking Account Balance 07/01/15	\$11,332,675.65
Non-Revenue Receipts	319,527.34
MTD Revenue	1,793,230.01
Disbursements from Clearing Accounts	343,261.14
MTD Disbursements	<u>2,377,942.76</u>
Checking Account Balance 07/31/15	\$10,724,229.10

Total Depository Balance 07/31/15 \$10,724,229.10

Vendor Claims Submitted For Approval

#68393 – 68408 of 07/22/15 - 07/31/15	\$481,932.92
#68409 – 68569 of 08/01/15 - 08/18/15	<u>\$1,412,408.85</u>
TOTAL:	\$1,894,341.77

Payroll Claims Submitted for Approval

# 26 of 07/03/15	\$421,149.65
# 1 of 07/17/15	\$385,859.83
# 2 of 07/31/15	<u>391,633.37</u>
TOTAL:	\$1,198,642.85

 Interest on Checking 01/01/15 to 07/31/15 \$7,051.60
 pc

Mr. Maugans made a motion to approve the Treasurer's Report and Claim Docket. Mrs. Shepherd seconded the motion which passed 6-0.

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

From the Office of Dr. Heather Hendrich, Assistant Superintendent

Items that I have been working on:

- Attending weekly progress construction meetings
- Meeting held with head custodians on July 23, 2015
- Preparing transportation arrangements for students for 2015-2016 school year
- Interviewing for Early Morning Child Care position
- Interviewing for Middle School Custodian position
- Attended PLC Training on August 3-4, 2015
- 'Stuff the Bus' held at Windmill Grill on August 5, 2015
- Meeting held with bus drivers on August 7, 2015
- Held Random Drug/Alcohol testing with Midwest Toxicology for bus drivers August 12, 2015
- Boiler Inspections completed on August 13, 2015
- New Maintenance Help Desk up and running

3. **Director of Technology:** Mr. Shearer submitted the following report:

Technology Board Update 8/18/2015

1. Start of school technology related has gone well so far.
2. We are still in the process of deploying the iPads to students and so far things have been smooth. We changed the process this year which has helped in quicker more efficient deployment. We have had to slow up the process a bit this year because of enrollment.

3. Working on digital content access for students. For online content username and passwords must be uploaded for each publisher before access is granted.

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

FROM THE OFFICE OF LISSA STRANAHAN, DIRECTOR OF EXCEPTIONAL LEARNERS AND TESTING

Important Items from Wednesday July 15, 2015 – Tuesday, Aug 11, 2015

- ❖ Conducted 5 case conferences
- ❖ Finalized preparations for the PLC Institute
- ❖ Attended the PLC Institute
- ❖ Attended a case conference in Lafayette
- ❖ Participated in conference calls/online training to set up NWEA
- ❖ Met with WIS special ed co-teaching staff along with Mr. Quillen
- ❖ Conducted the special education staff meeting
- ❖ Prepared/revised training materials for all special education aides
- ❖ Participated in the interview process for KASEC SLP and Educational Diagnostician

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

1. Preliminary Enrollment and Transfer Numbers

Preliminary Enrollments

Western Primary	K	1	2	Total
2009-2010	205	191	200	596
2010-2011	196	207	196	599
2011-2012	172	198	219	589
2012-2013	160	191	180	531
2013-2014	178	196	184	558
2014-2015	161	200	194	555
2015-2016 (8-10-15)	205	178	206	589

Western Intermediate	3	4	5	
2009-2010	192	156	183	531
2010-2011	180	214	156	550
2011-2012	183	187	218	588
2012-2013	214	172	209	595
2013-2014	189	225	175	589
2014-2015	200	186	218	604
2015-2016 (8-10-15)	204	200	190	594

Western Middle School	6	7	8	
2009-2010	189	197	198	584
2010-2011	209	199	195	603
2011-2012	208	212	202	622
2012-2013	234	214	221	669
2013-2014	214	236	213	663
2014-2015	179	202	240	621
2015-2016 (8-10-15)	230	189	208	627

Western High School	9	10	11	12	Total
2009-2010	195	214	208	190	807
2010-2011	207	197	205	204	813
2011-2012	197	206	193	211	807
2012-2013	217	201	205	182	805
2013-2014	218	212	192	198	820
2014-2015	210	211	205	189	815
2015-2016 (8-10-15)	250	221	200	197	871

Enrollment Totals and ADM

Year	Total	ADM
2009-2010	2518	2415.5
2010-2011	2565	2467
2011-2012	2606	2520
2012-2013	2600	2520
2013-2014	2627	2541
2014-2015	2595	2514.5
2015-2016 (8-10-15) counting K as 1	2681	2681

Transfer Students

Year	Accepted	Denied
2009-2010	21	3
2010-2011	58	18

2011-2012	64	4
2012-2013	90	29
2013-2014	76	8 (capacity)
2014-2015	44	11 (capacity)
2015-2016 (8-10-15)	115	16
Total over last 5 years	468	89

2. Budget – I would like to thank Pam for her work on the budget. Tonight I will be asking your permission to advertise Budget Form 3. Budget Form 3 must be advertised two times in two newspapers. Last month our Budget Calendar was approved, which stated the 1st advertisement will be on August 27, 2015 (must be at least 10 days prior to the public hearing) and the 2nd advertisement will be on September 3, 2015 (must be at least 3 days prior to the public hearing).

Form 3 contains our CPF plan and Bus replacement plan.

3. Estimate of General Fund Revenue – Attached is our DOE estimate of General Fund Revenue for the 2015-2016 school year. This is based on enrollment estimates that we submitted in June (September 2015 and February 2016 ADM projection of 2556) and on projections the state has made. Enrollment impacts our revenue so it is imperative for our enrollment to stay consistent or grow. You can see from the earlier enrollment information that transfer students play a substantial role in maintaining our stability. Based on our September ADM counts, the actual amount we receive from the state may increase or decrease. The same holds true for second semester with the 2nd ADM count in February.
4. Facility Update
5. 2015 ISTEP+ Results – Will not be available until late October

Item #6 – Budget Form 3

Mr. Maugans made a motion to approve the advertisement of Budget Form 3 on August 27 and September 3, 2015. Mr. Gaskins seconded the motion which passed 6-0.

Item #7 – Support Staff Packet Revision

Mr. Kenworthy made a motion to approve the changes below to the support staff packet as recommended by Mr. McCracken.

Insurance, pages 14 & 15

Adding the following:

Plan B

The Board will provide to support staff employed 220-260 days @ 7.5 hours or more per day and Grandfathered Employees, employed 180-219 days, who chose not to take Plan A Insurance, the option of Plan B, which includes the following: the full cost of a Fifty Thousand Dollar (\$50,000) term life insurance policy and dental insurance single membership at the cost of the plan less one cent (\$.01) per annum per support staff member.

Support Staff Wage Scale

- Under Bus Driver/Mechanic, increasing Bus Mechanic to \$17.93 per hour, which is equivalent to the Bus Drivers' rate of pay.
- Adding Corporation Substitute Coordinator under Central Office at 185 days per year, at approximately 5 hours per day, not to exceed 25 hours in 5 days, at a rate of \$11.92/hour.

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

Item #8 – EL Handbook

Mr. Gaskins made a motion to approve the updated EL Handbook as presented by Mrs. Stranahan. Mrs. Shepherd seconded the motion which passed 6-0.

Item #9 – Acceptance of Donations

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

- \$500.00 for Western Swim Team from New London Tax Service
- \$500.00 for WHS Choir from New London Tax Service

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

Item #10 – WHS Rocketry Club

Mr. Maugans made a motion to approve the formation of the WHS Rocketry Club. Mr. Gaskins seconded the motion which passed 6-0.

Item #11 – NEOLA

Mr. Maugans made a motion to approve the following policies/guidelines/forms: 0100, 0130, 0140, 1130, 1214, 3113, 3214, 4113, 4214, 6460, 2410, 2461, 2421, 2423, 3120.08, 3140, 4140, 3410.04, 5540, 5610, 5610.02, 6320, 8390, 8500, 9700.01, AG 1520, AG 2221, AG 2423A, AG 2423B, AG 2430, AG 5320, AG 5330, AG 5540A, AG 5600A, AG 5605A, AG 5605B, AG 5610, AG5610A, AG 5610.02, AG 5611, AG 6320A, AG8390, 2423F1, 2430F2, 5610.02F1. Policies 5630 (corporal punishment) and 2430 (athletic eligibility) require more discussion and will be presented to the Board again in September. Mrs. Shepherd seconded the motion which passed 6-0.

Item #12 – Personnel

Mr. Kenworthy made a motion to accept the following personnel items:

1. Recommendations:

- a. Karen Franklin – Study Hall Supervisor/Remediation Aide, WHS
- b. Emberli Stewart – Part Time Social Studies Teacher, WHS
- c. Nancy Grobengieser – Café Remediation Instructional Asst, WHS
- d. Michelle Schneider – Music Teacher, WIS
- e. Steven Hoheimer – Educational Diagnostician, KASEC
- f. Heather Dubbels – Spanish Teacher, WHS
- g. Athena Radford – Title I Aide, WIS
- h. Heather Schermer – Temp Kindergarten Teacher, WPS
- i. Tracy Moon – 6th Grade Sponsor, WMS
- j. Katelend Alexander – Kindergarten Teacher, WPS
- k. Marti Lushin – Early Morning Childcare
- l. Ashley Hawkins – Early Morning Childcare
- m. Melissa Shaner – Deaf Hard Hearing Teacher, KASEC
- n. Alisha Sears – Temp Health/Instructional Aide, WPS
- o. Jami Boe-Jeffery – Temp Health/Instructional Aide, WHS
- p. Lisa Sipes – Temp Spanish Teacher, WHS
- q. Autumn Smith – Part Time Choir Teacher, WHS
- r. Scott Miller – Custodian, WMS
- s. Rachael Woodcox – Art Club Co-Sponsor, WHS
- t. Thomas Skinner – Temp WALC Teacher, WHS
- u. Annette Turner – Spec Ed Aide, WMS
- v. Jacob Turner – PantherTech Co-Sponsor, WHS
- w. Josie Miller – Science SuperBowl, WHS
- x. Emberli Stewart – Social Studies SuperBowl, WHS
- y. Chylene Price – Counselor, WMS
- z. Jacqueline Myers – Temp Second Grade Teacher, WPS
- aa. Alexandria Azeez – Social Studies Teacher, WHS
- bb. Heather Wheeler – Temp Spec Ed Aide, WPS/WIS
- cc. Jennifer Smith – Cook, WPS
- dd. Kathryn Polk – Cafeteria Worker, WMS
- ee. Patricia Slate – Cafeteria Worker, WPS
- ff. Jay Pritchard – ACS/ISS, WHS
- gg. Soccer Assistant Stipend
- hh. Matt Nuss – Asst Boys Soccer Coach
- ii. Matt Daleo – Volunteer Asst Boys Soccer Coach
- jj. Kevin Jewell – Volunteer Asst Varsity Football Coach
- kk. James Eubank – 7th Grade Asst Football Coach
- ll. Will Liddell – Volunteer 8th Grade Football Coach
- mm. Luke Waitt – JV Baseball Coach

2. Resignations:

- a. Ryan Berryman – Freshman Basketball/Jr High Boys Track

- b. Bobbi Hillis – Asst Boys Swimming
 - c. Carla Smith – National Honor Society Sponsor
 - d. Maureen Beckwith – Cafeteria, WMS
 - e. Sue Smolek – Deaf Hard Hearing Teacher, KASEC
 - f. Rick Bearden – Custodian, WMS
 - g. Alix Engle – WALC Teacher, WHS
 - h. Kurt Cantlon – Counselor, WMS
 - i. Teresa Graber – Spec Ed Aide, WMS
 - j. Steve Nichols – ACS, WHS
 - k. Kirsten Lumpkins – Custodian, WHS
3. Medical Leave
- a. Bobbi Hillis, WPS

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

Item #13 – Professional Improvement Requests

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

Tracy Horrell – Indiana Advanced School Safety Training – Indianapolis – September 30 and October 1, 2015

Rick Davis – AdvancED Indiana Fall Conference – Indianapolis – September 21-22, 2015

Kent Carter – Indiana Rural Water Assn – Peru – August 5, 2015

Suzie Reagle – Roundtable Meeting – Location TBD – September 25, 2015

Suzie Reagle – Roundtable Meeting – Location TBD – November 24, 2015

Suzie Reagle – Roundtable Meeting – Location TBD – January 19, 2016

Suzie Reagle – Roundtable Meeting – Location TBD – April 26, 2016

Suzie Reagle – Roundtable Meeting – Location TBD – May 24, 2016

Suzie Reagle – Roundtable Meeting – Location TBD – June 21, 2016

Wendi Campbell – Roundtable Meeting – Location TBD – September 25, 2015

Wendi Campbell – Roundtable Meeting – Location TBD – November 24, 2015

Wendi Campbell – Roundtable Meeting – Location TBD – January 19, 2016

Wendi Campbell – Roundtable Meeting – Location TBD – April 26, 2016

Wendi Campbell – Roundtable Meeting – Location TBD – May 24, 2016

Wendi Campbell – Roundtable Meeting – Location TBD – June 21, 2016

Pat Quillen – School Safety Specialist Workshop – Indianapolis – September 30-October 1, 2015

Suzie Reagle – Providing Effective Feedback – WVEC – October 6, 2015

Suzie Reagle – ICASE Fall Conference – Indianapolis – October 8-9, 2015

Wendi Campbell – ICASE Fall Conference – Indianapolis – October 8-9, 2015

Judey Budenz-Anders – IN Assoc of School Psychologists Fall Conference – Indianapolis – September 15-17, 2015

Amy Auzins – IN Assoc of School Psychologists Fall Conference – Indianapolis – September 15-17, 2015

Kathy Roberts – IN Assoc of School Psychologists Fall Conference – Indianapolis – September 15-17, 2015

Suzie Reagle – College Pathways: Transitions from HS to College for SE Students – IUK – September 18, 2015

Lissa Stranahan – Indiana EL Conference – W. Lafayette – October 8, 2015

Julie Pownall – EL Conference – W. Lafayette – October 8, 2015

Jessica Cantlon – Groups Scholars Recommender Workshop – IU Bloomington – September 4, 2015

Bart Miller – Creating Positive Relationships – Carmel – August 19-20, 2015

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

Item #14 – Board Member Roundtable

Mrs. Shepherd commented on the construction and how well it's progressing and that she has heard positive comments from the public.

Mr. Maugans expressed his appreciation for the staff and all the work that they put in.

Mr. Koloszar thanked Mr. McCracken for the new teacher cookout that he held at his house.

Mr. Kenworthy complimented the staff for the enrollment numbers and said that it's a testament to how great this corporation is. He also asked Dr. Hendrich about signage around campus with the new construction.

Mr. Gaskins shared a presentation regarding the book "The Art of School Boarding".

Item #15 – Signing of Documents

The proper documents were signed.

Item #16 – Adjournment

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