

Western School Corporation

Russiaville, IN 46979

April 21, 2015

Minutes of the regular meeting of the Western Board of School Trustees held on April 21, 2015.

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

Members Absent: None

Others Present: Randy McCracken, Abby Rodgers, Heather Hendrich, Pam Carter, Lissa Stranahan, Craig Shearer, Amy Conrad, Jacob Turner, Wyatt Turner, Josie Miller, Jessica Cantlon, Kurt Cantlon, Julie Pownall, Ryan Pownall, Cameron Rice, Matt Carver, Laura Carver, Pat Quillen, Rick Davis, Dan Healton, Bev Austin, Joe Reel, Stephen Schneider, Brock Borden, DJ Fouts, and Steve Arthur

Mrs. Singer led prayer and 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. Koloszar made a motion to approve the agenda as presented. Mr. Maugans seconded the motion which passed 7-0.

**Item #3 – Approval of the Minutes**

Mr. Maugans made a motion to approve the minutes of both the March 14, 2015 special meeting and the March 17, 2015 regular meeting. Mr. Gaskins seconded the motion which passed 7-0.

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

There were no comments from the public.

**Item #5 – Panther Pride**

Mr. McCracken shared the following:

- The Western Art Department is proud to announce that we had several students receive awards in Art Off the Square, a county-wide (including all public, private, and home schools) art contest and exhibition. First Place: Kelley Edwards (Drawing), Taylor Murphy (Mixed Media), Auston Davenport (11th-12th 3D) and Sophia Moe (9th-10th 3D); Second Place: Violence Mullins (Mixed

Media); Honorable Mention: Carly Purvis (Painting), Carly Eads, Bailey Huttenlocker, and Tristen McLean (Drawing). Nicole Hampshire was selected as the winner of the Tri Kappa Award, which included a \$500 scholarship.

- WMS 8th grade student-Thomas Gatewood represented WMS as he competed in Indianapolis during the weekend of March 27th at the State Geography Bee. Out of 160 students state wide, Thomas won! He is now the Indiana Geography Bee Winner and will go on to compete at Nationals for the National Geography Bee in Washington, DC in May.
- You Be The Chemist Challenge is a national academic contest for 5-8th graders to learn and explore chemistry concepts. Four students volunteered to participate: Allison Abney, AJ Gauthier, Alec Helton, and Ethan Lutgen. There were 21 competitors at the local challenge from area schools and also homeschoolers. Alec finished in third place and Ethan Lutgen was the local champion! Both Ethan and Alec will compete at the State level on April 25th at Dow Agro in Zionsville for a chance at an all-expense paid trip to the National Challenge!
- The Western Board of School Trustees will be one of five school boards receiving the 2014 Effective Governance Award; it will be presented at the ISBA Regional Meeting on May 6, 2015.

Panther Tech shared a presentation about their upcoming trip to the National Competition in St. Louis and presented their regional trophy to the Board.

#### **Item #6 – Reports**

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

WESTERN SCHOOL CORPORATION  
 TREASURER'S REPORT  
 BOARD MEETING 04/21/15

Bank Balance

FFBT- Checking Account Balance 03/01/15	\$5,917,958.05
Non-Revenue Receipts	339,698.45
MTD Revenue	1,973,882.23
Disbursements from Clearing Accounts	324,735.58
MTD Disbursements	<u>2,018,271.35</u>
Checking Account Balance 03/31/15	\$5,888,531.80

Total Depository Balance 03/31/15 \$5,888,531.80

Vendor Claims Submitted For Approval

#67603 – 67623 of 03/18/15 - 03/31/15	\$596,921.03
#67624 – 67813 of 04/01/15 - 04/21/15	<u>\$912,886.24</u>
TOTAL:	\$1,509,807.27

Payroll Claims Submitted for Approval

# 18 of 03/13/15	\$540,675.92
# 19 of 03/27/15	<u>\$554,656.50</u>
TOTAL:	\$1,095,332.42

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 Interest on Checking 01/01/15 to 03/31/15 \$2,462.85  
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Mr. Wells made a motion to approve the Treasurer's report and claim docket. Mrs. Shepherd seconded the motion which passed 7-0.

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

# School Board Report

## April 21, 2015

From the Office of Dr. Heather Hendrich, Assistant Superintendent

Items that I have been working on:

- Attached you will find School Liaison Officer Report Data for the month of March
- Continuing to work on second semester evaluations for bus drivers
- Have completed all head custodian annual evaluations
- Attending weekly Progress Construction Meetings
- Attended Teacher Development Committee Meeting on March 19, 2015
- Attended Mayor's Youth Substance Abuse Committee Meeting on March 24, 2015
- Attended PLC team visit to Hamilton Heights on March 25, 2015
- Held interviews for High School custodian and Maintenance/Grounds Care positions
- Attended Bid Opening Meeting for Window Project
- Attended Versatrans (Transportation software) Training on April 16, 2015

<u>Discipline</u>	<u>Transportation</u>	<u>Other</u>
3/2/15 (WHS)	3/10/15 (Assisted disabled student vehicle)	3/4/15 (Home visit for truancy)
3/4/15 (WMS)	3/12/15 (Assisted with vehicle accident between two students)	3/5/15 (Took enrollment packet to parent who didn't have transportation)
3/5/15 (WMS)		
3/9/15 (WHS)	3/20/15 (Assisted Head Start bus with disruptive parent)	3/6/15 (Home visit due to attendance issues)
3/10/15 (WMS)		3/9/15 Home visit
3/10/15 (WHS)		
3/11/15 (WHS)		
3/11/15 (WMS)		
3/11/15 (WIS)		
3/13/15 (WMS)		
3/13/15 (WHS)		
3/16/15 (WPS)		
3/17/15 (WHS)		
3/23/15 (WMS)		
3/23/15 (WHS)		
3/23/15 (WPS)		
3/23/15 (WIS)		
3/25/15 (WHS)		
3/25/15 (WMS)		
3/30/15 (WHS)		

\*School Liaison Officers are also monitoring student drop-off and pick-up areas daily. They have been a huge help with enforcing new drop-off and pick-up procedures for Middle School and High School students.

\*School Liaison Officers are also checking exterior doors of all buildings daily.

\*School Liaison Officers are assisting with the supervision of lunch periods on a daily basis.

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

Technology Board Update 4/21/15

1. We are beginning to prepare for summer project items that need to be completed.
  - Lab update
  - cleaning/ organizing and flashing iPads
  - Wireless updates
  - server updates
  - pc imaging
2. We have been making improvements to some of our out buildings (Waterplant, Bus Ban, Maintenance building, press box) to allow for updated network access.
3. We are beginning to prepare for iPad collection. which will be the last couple of weeks of school.
4. Looking at the new releases for our iPad management software Filewave which could potentially give more control to teachers.
5. As always looking for ways to improve efficiencies and education with technology in classrooms.
6. ISTEP client issues-

We continue to have issues with the ISTEP test client. PCs continue to lock up and we have discovered a bigger issue with accommodations for Special Education students where the screen reader does not display. We have submitted tickets on issues and have been told most of them are "Known Issues". These issues have caused additional frustration for students and staff. Lissa and I continue to communicate and help in any way we can to help alleviate stress. We have also sent the DOE our issues and submitted tickets to let them know of our problems.

We are not alone, other schools across the state are having similar issues whether testing on a PC or iPad.

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

**Important Items from Wednesday, March 11, 2015 – Tuesday, April 14, 2015**

- ❖ Conducted a total of 44 case conferences
- ❖ ACCUPLACER testing has been completed at WHS
- ❖ IOWA testing has been completed at WPS
- ❖ IREAD3 testing has been completed at WIS
- ❖ ISTEP+ Multiple Choice online practice testing window is open
  - There have been multiple issues reported with the CTB testing client. The largest issue seems to be the screen reader accommodation that reads the directions and some test items for some of our special education students. The screen reader is quite inconsistent, appearing for some students, but not all students.
  - For a graphing question, the grid did not appear in order for the students to plot the points.
  - For some of the questions in which there were multiple correct answers, the students could only select one answer.
  - The directions in the examiner's manual did not always match what the students saw on the screen.
  - There were various other minor issues reported.
- ❖ The IDOE determined that based upon our capacity and the length of the ISTEP+ tests compared to the length of the testing window, testing grades 3-8 online may not be possible and sent us paper/pencil operational assessments for grades 3,4, 6, 7. After consulting with the IDOE, the principals, Craig, and Mr. McCracken and considering the issues with the online practice assessment, we decided to follow that recommendation. Therefore, grades 5 & 8 will be the only grade levels taking the online assessment while the other grade levels will be taking the paper/pencil assessment. We were not given the option for all grade levels to take paper/pencil. Grades 5 & 8 were selected by the IDOE for the online participation.
- ❖ ISTEP+ Multiple Choice testing begins April 27<sup>th</sup> and extends through May 15<sup>th</sup>
- ❖ NCSC testing window is Mar 30<sup>th</sup> – May 15<sup>th</sup>
- ❖ Attended the monthly KASEC Coordinator's Meeting
- ❖ Visited Hamilton Heights with our PLC Committee
- ❖ Attended the Title III Coordinator's Meeting at WVEC

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

1. Annual Performance Report – Attached is the Annual Performance Report. I would like to thank Amy Messer for doing such a great job with putting this information together.

2. Summer School – Attached is a tentative budget for Summer School. Again this year, only Category 1 classes are scheduled for full reimbursement. Categories 2 and 3 are only reimbursed if additional funding remains after Category 1 classes are reimbursed. The State has also again moved all former Category 1 courses, which included Math and English/LA for grades 1 – 8 to Category 2. Category 1 courses this year include Reading for grades 1-3 and all high school courses that lead to graduation. Category 3 courses include enrichment, multidisciplinary courses, and high school courses that do not count toward graduation.

The principals will now begin identifying students who need to participate in this year's Summer School and Jump Start. By mid-May, they should know numbers and at that time we can finalize staffing and transportation. As in the past, I will bring staffing recommendations to you at the June Board Meeting.

3. Professional Learning Communities – We will have a group of teachers and principals visit Brownsburg Schools on April 22 to observe how they have implemented Professional Learning Communities at their school. This will be our second school visit. Earlier, members of our committee visited Hamilton Heights. Following this visit, our committee will discuss what they have learned and observed and we will begin putting detail to the format that we will use.

4. English K – 12 Vertical Articulation Meeting – Recently the math teachers from K – 12 met to look at common vocabulary, common methods of computation, and vertical articulation. From this meeting, there will be a focus on math facts across all buildings. As a result of the success of the math meeting, we now would like to offer the same opportunity for our English teachers

5. Building Project Update (to be shared at the meeting)
- Window Bid (agenda item)
  - Maintenance Building
  - Football Bleachers
  - Bid Package #1
  - Bid Package # 2
  - Bond Sale
  - Budget
  - Proposed Alternates

#### **Item #7 – Facility Improvements**

Mr. Maugans made a motion to approve the window bid from Hoosier Glass Co, Inc for \$668,200.00. Mrs. Shepherd seconded the motion which passed 7-0.

#### **Item #8 – Textbook Adoption**

Mr. Maugans made a motion to approve the Social Studies textbook recommendations. Mr. Kenworthy shared some thoughts on the content of the textbooks. Mr. Gaskins seconded the motion which passed 6-1.

#### **Item #9 – Transfer Capacity**

Mr. Gaskins made a motion to approve the grade level capacities for transfer student acceptance. Mr. Wells seconded the motion which passed 7-0.

<b>Grade Level</b>	<b>Capacity</b>	<b>Anticipated Enrollment (4/16/15)</b>	<b>Openings</b>
<b>Kindergarten</b>	200	140	60
<b>First</b>	200	185	15
<b>Second</b>	200	195	5
<b>Third</b>	200	197	3
<b>Fourth</b>	200	198	2
<b>Fifth</b>	200	185	15
<b>Sixth</b>	210	220	0
<b>Seventh</b>	210	179	31
<b>Eighth</b>	210	203	7
<b>Ninth</b>	210	234	0

- Grades/Programs not accepting transfer students:
  - Tenth Grade
  - Eleventh Grade
  - Twelfth Grade
  - KASEC Programs

Capacity numbers may be exceeded based on students who are residents of the district.

**Item #10 – Community Day**

Mrs. Shepherd made a motion to approve the High School Senior Class to hold “Give Back to the Community Day” on May 18, 2015. Mr. Koloszar seconded the motion which passed 7-0.

**Item #11 – WHS Extracurricular Additions**

Mr. Maugans made a motion to approve the creation of the Soap Carving Club and WHS Dance Team. Mr. Gaskins seconded the motion which passed 7-0.

**Item #12 – Acceptance of Donations**

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

- \$1,000.00 Scholarship, Estate of Jay Orem, Leon and Julia Orem
- \$5,000.00 Grant for PantherTech, The Chrysler Foundation

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



### **Item #13 – Conflict of Interest**

Mr. Wells made a motion to approve the conflict of interest form submitted by Craig Shearer, Director of Technology. Mr. Koloszar seconded the motion which passed 7-0.

### **Item #14 – Overnight Field Trips**

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

- WHS Puerto Rico, June 2016
- WHS World Championship Robotics Competition, April 22-26, 2015

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

### **Item #15 – Athletic Camps**

Mrs. Shepherd made a motion to approve both the Volleyball and Basketball camps. Mr. Gaskins seconded the motion which passed 7-0.

### **Item #16 – Personnel**

Mr. Maugans made a motion to approve the creation of the Director of Student Services Position. Mrs. Shepherd seconded the motion which passed 7-0.

Mr. Gaskins then made a motion to approve the remainder of the personnel recommendations:

1. Recommendations:
  - a. Kirsten Lumpkins, WHS Custodian
  - b. Bart Pence, Custodian Wages
  - c. James Buckalew, WMS Custodian
  - d. Robert Cory, Grounds Care/Special Projects
  - e. Julie Pownall, Director of Student Services
  - f. Kay Lazar, Josie Miller, Cindy Lester, Sherry Riley, Nicole Rodman, Homebound
  - g. Full Time Speech Language Pathologist position
  - h. Jill Wyrick, Part time Speech Language Pathologist
  - i. Jacob Turner, Panther Tech Volunteer
  - j. Judy Sand, Temp Social Worker, WIS
  - k. Kristi Berlet, Temp Special Education Teacher, WIS
  - l. Temporary Health Aide Position
  - m. Matt Carver, Assistant Principal, WHS
  - n. Christy Lechlitner, Temp Kindergarten Teacher, WPS
  - o. Chad Bradley, Jr High Golf Volunteer Coach
  - p. Abby Workman, Varsity Girls Soccer Coach
  - q. Mike Roe, Varsity Boys Soccer Coach
  - r. Gary Jewell, Varsity Boys Cross Country Coach

- s. Andrew Miller, Varsity Boys Tennis Coach
  - t. Kristine Miller, Varsity Boys Tennis Coach
  - u. Sacha Burkett, Varsity Volleyball Coach
  - v. Steve Hoppes, Varsity Girls Golf
  - w. Chad Shepherd, Varsity Wrestling Coach
2. Medical Leave:
- a. Brian Pogue, WHS
  - b. Kim Dahl, KASEC
  - c. Bobbi Hillis, WPS
3. FMLA:
- a. Barb Barrett, WIS
4. Maternity Leave:
- a. Sarah Bourff, WHS
5. Resignations:
- a. Gail Stephens, WHS
  - b. Ginny Smith, Transportation
  - c. Kyle Smith, Grounds Care
  - d. Caden Cline, WMS
  - e. Kelly Wells, WMS
  - f. Amy Conrad, WHS
  - g. Mary Pruiett, KASEC
  - h. Jade King, Varsity Cheer Coach
  - i. Cassie Schwietert, JV Cheer Coach
6. Retirements:
- a. Kathy Shanks, WHS
  - b. Barb Barrett, WIS
7. Retirement Date:
- a. Robin Auth, WPS

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

**Item #17 – Professional Improvement Requests**

Mrs. Shepherd made a motion to approve the following professional improvement requests:

***Kristi Leap*** – INSSWA Spring Seminar – Indianapolis – May 15, 2015

***Jacob Turner*** – Hire Technology Summer Training – Pike HS – June 22-26, 2015

***Amy Messer*** – UNITE User Group – Brownsburg – April 24, 2015

***Craig Shearer*** – Digital Literacy and the Supt Leadership Team – Plainfield – April 29, 2015

***Nate Schmidt*** – Digital Literacy and the Supt Leadership Team – Plainfield – April 29, 2015

**Randy McCracken** – Digital Literacy and the Supt Leadership Team – Plainfield – April 29, 2015

**Mary Evans** – PATINS Tech Expo – Indianapolis – April 23, 2015

**Tammy Norman** – PATINS Tech Expo – Indianapolis – April 23, 2015

**Jean Barratt** – PATINS Tech Expo – Indianapolis – April 23, 2015

**Karen Fisher** – PATINS Tech Expo – Indianapolis – April 23, 2015

**Trish McClain** – PATINS Tech Expo – Indianapolis – April 23, 2015

**Wendi Campbell** – ICASE Professional Development Meeting – Indianapolis – May 7, 2015

**Pam Carter** – 2015 IASBO Conference – Ft Wayne – May 13, 2015

**Kierstin Veldkamp** – National Geography Bee – Washington DC – May 11-13, 2015

**Emily Klingler** – Indiana School Wellness Summit – Muncie – May 6, 2015

**Emily Klingler** – ISNA Spring Seminar – Plainfield – May 1-2, 2015

**Emily Klingler** – INDOE Summer Food Service Program Training – Indianapolis – April 16, 2015

**Twyla Carlson** – STEM Educator Symposium – Ft Collins Colorado – April 22-25, 2015

**Diane Snyder** – English Vertical Articulation Meeting – Western – Date TBD

**Allyson Gordon** – English Vertical Articulation Meeting – Western – Date TBD

**Carla Smith** – English Vertical Articulation Meeting – Western – Date TBD

**Laura Brown** - English Vertical Articulation Meeting – Western – Date TBD

**Heather Yentes** - English Vertical Articulation Meeting – Western – Date TBD

**Kay Lazar** - English Vertical Articulation Meeting – Western – Date TBD

**Jennifer Berryman** - English Vertical Articulation Meeting – Western – Date TBD

**Mike Taylor** - English Vertical Articulation Meeting – Western – Date TBD

**Allyson Parker** - English Vertical Articulation Meeting – Western – Date TBD

**Carrie Worland** - English Vertical Articulation Meeting – Western – Date TBD

**Kristen Hoover** - English Vertical Articulation Meeting – Western – Date TBD

**Brooke Lewis** - English Vertical Articulation Meeting – Western – Date TBD

**Kelly Tuberty** - English Vertical Articulation Meeting – Western – Date TBD

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

**Item #18 – Board Member Roundtable**

Mrs. Shepherd thanked the Board and Administration for their kind thoughts with the passing of her mother. She also thanked Amy Sutton for her service to Western, and expressed that she would be missed. Lastly, she thanked Mrs. Singer for her work in obtaining the Effective Governance Award.

Mr. Gaskins thanked Sarah Kritzman for her work with the buddy bag program.

Mr. Maugans shared information from the Spring Board Academy.

Mr. Koloszar expressed how happy he is to see the formation of new clubs and groups, giving several students the opportunity to belong and be part of the bigger picture.

Mr. Kenworthy spoke about the importance of studying each religion equally, and shared the New England Primer.

Mr. Wells congratulated Mrs. Pownall and Mr. Carver on their new positions.

Mrs. Singer shared an article in which Mr. Larsh gave very positive comments to the media regarding the bump to 4A Football.

**Item #19 – Signing of Documents**

The proper documents were signed.

**Item #20 – Adjournment**

The meeting was adjourned at 7:12 p.m.