

Western School Corporation

Russiaville, IN 46979

May 17, 2016

Minutes of the regular meeting of the Western Board of School Trustees held on Tuesday, May 17, 2016 at 6:00 p.m.

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

Members Absent: Linda Singer and Scott Gaskins

Others Present: Randy McCracken, Abby Rodgers, Heather Hendrich, Pam Carter, Lissa Stranahan, Craig Shearer, Steve Arthur, Pat Quillen, Rick Davis, Cindy Long and Tracy Horrell

Mrs. Shepherd led prayer and Mr. Maugans led the Pledge of Allegiance prior to the official start of the meeting.

Item #1 – Opening of the Meeting

Mr. Maugans called the meeting to order at 6:00 p.m.

Item #2 –Approval of the Agenda

Mr. McCracken indicated that he had additions to agenda item #9, textbook adoption and item #18, personnel, as well as a change to agenda item #8, transfer capacity. Mr. Koloszar made a motion to approve the agenda as amended by Mr. McCracken. Mrs. Shepherd seconded the motion which passed 5-0.

Item #3 – Approval of the Minutes

Mrs. Shepherd made a motion to approve the minutes of the May 17, 2016 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 shared the following:

1. Thank you to Cindy Lester and WHS for their donation of \$1,068.14 to the Leukemia and Lymphoma Society.

2. Congratulations to Jessica Buckalew, WMS and James Gentry, WHS for receiving Turnaround Achievement Awards.
3. WMS student Kinsey Smith, won 1st place in the MLK Jr. Essay Contest
4. WPS and teacher Mrs. Harlow were recognized by the IDOE for their Family Fitness Night Program
5. WHS Choir received the ISSMA All Music Award

Item #6 – Reports

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

WESTERN SCHOOL CORPORATION TREASURER'S REPORT BOARD MEETING 05/17/16	
<u>Bank Balance</u>	
FIRST BANK OF BERNE:	
Checking Account Balance 04/01/16	\$6,962,109.11
Non-Revenue Receipts	1,875,102.18
MTD Revenue	319,214.00
Disbursements from Clearing Accounts	328,853.50
MTD Disbursements	<u>1,831,350.51</u>
Checking Account Balance 04/30/16	\$6,996,221.28
Total Depository Balance 04/30/16	\$6,996,221.28
<u>Vendor Claims Submitted For Approval</u>	
#70257 – 70276 of 04/20/16 - 04/30/16	\$385,386.94
#70277 – 70449 of 05/01/16 – 05/17/16	<u>\$907,450.02</u>
TOTAL:	\$1,292,836.96
<u>Payroll Claims Submitted for Approval</u>	
#21 of 04/08/16	\$484,615.67
#22 of 04/22/16	<u>\$560,018.31</u>
TOTAL:	\$1,044,633.98

Interest on Checking 01/01/16 to 04/30/16	\$22,449.40
pc	

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

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

From the Office of Dr. Heather Hendrich, Assistant Superintendent

- Attached you will find School Liaison Officer Report Data for the month of April
- Information regarding student transportation fees for extracurricular activities (athletics, band, field trips)
 - 2013-2014 school year: Transportation collected \$95,769.27
 - 2014-2015 school year: Transportation collected \$91,092.14
 - At this point in time, we don’t believe the transportation fund can handle eliminating student transportation fees for any of the three categories (athletics, band, and field trips) due to the decrease in funding we are receiving in the transportation fund (as a result of the loss of our property tax levies due to the tax cap loss).
- Students in each building will be participating in a Reunification Drill during the month of May

<u>Discipline</u>	<u>Transportation</u>	<u>Other</u>
4/4/16 (WHS)		Home visit for WIS (4/7/16)
4/8/16 (WIS)		Home visit for WHS (4/27/16)
4/12/16 (WMS)		Meeting with parents/administrator (4/28/16)
4/15/16 (WMS)		
4/15/16 (WHS)		
4/22/16 (WMS)		
4/28/2016 (WIS)		
4/29/16 (WIS)		

*School Liaison Officers are also monitoring student drop-off and pick-up areas daily, including monitoring High School student drivers (especially in bad weather conditions).

*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:

1. ISBA/IAPSS Cyber threat security seminar.

Some of the topics:

How to deal with a cyber-threat posted to social media

How to communicate to parents/ community if there is/was a threat

Educating students correct ways to converse online

Resources students are using to communicate daily

Bypassing school filters and hiding on the internet

No way to “block” everything students can get to best thing to do is educate them

“How” to use the technology correctly. It is a part of their everyday life like math and english it needs to be part of their education.

2. Adding additional network access points for the Primary and Intermediate to help with lower signal areas
3. We are continuing to discuss the purchase of ebackpack, a Learning Management System that will allow for a continuous learning platform K-12 which will enhance teacher productivity and also elearning capabilities.
4. ISTEP testing is complete gr 3-10.
ECA in HS continuing

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

Important Items from Wednesday April 13, 2016 – Tuesday, May 10, 2016

Special Education

- New legislation will go into effect July 1, 2016 that will impact the number of credits required for special education students to receive a high school diploma. This applies to all cohorts of students, including the Class of 2016. Counselors are aware and have identified the students who may be affected. Students would be permitted to participate in the ceremonies, but could not receive the diploma until after July 1st.

Testing

- ISTEP testing is complete!
- ECA and AP Testing is underway.
- Students who did not pass IREAD3 have been identified and are receiving remediation in the Title I Morning program and will be attending summer school, with the opportunity to retake the assessment in June.
- WIDA scores have been received. Our ELL students have performed very well. Of the 19 identified ELL students, 11 students met the criteria for English proficiency. Those students will continue to be monitored for 2 years.

Miscellaneous

- Attended KASEC Coordinators Meeting

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

To: Members of the Western School Board
From: Randy McCracken
Re: May Superintendent Report
Date: May 3, 2016

1. Summer School Update

We are in the process of finalizing the numbers for Summer School. Western again will host Summer School for the Life Skills Program for Eastern, Maconaquah, Northwestern, Taylor, Tipton, Tri-Central and Western students. Life Skills Jump Start will only include Northwestern, Taylor, Tipton, Tri-Central and Western since Eastern and Maconaquah have earlier start dates.

As in the past, I will bring staffing recommendations to you in June for your approval once we have a final count of students attending and classes to be offered. We need a minimum of 15 students in classes that qualify for reimbursement.

2. 2006-2007 Bond Refinancing (see attached)

Final documents were signed for the refinancing of our 2006 & 2007 Bonds on May 3, 2016. The bond rate was locked in at 2.15% which will produce a total savings of \$1,866,216. This will provide savings by lowering our Debt Service Levy.

3. Debt Service Levy Comparison (see attached)

4. Teacher Days and Hours for the 2016-2017 School Year (see attached)

5. Area Schools' Instructional Time (see attached)

6. Paid/Free and Reduced Comparison

The following is background information for the attached spreadsheet.

- Enrollment by grade - as of our February ADM
- Student textbook rental and supply fees - average student textbook rental and supply fees, including what would have been charged had we not eliminated math and science rental for years 5 and 6 of the adoption. This does not include high ability fees at the lower grade levels or band or choir fees.
- State textbook assistance - \$75 per student on free and reduced (we do not receive reimbursement for fees).

Other information

- In the past, we divided the cost of the textbook by 4 but charged over 6 years. This helps with textbook fees, repairs, and replacement of lost or damaged books. With digital, the cost is what it is for the 6 years of the adoption.
- The remaining shortfall, after textbook adoption can be added to our debt service budget each year, however this raises our debt service levy and ultimately our rate. Now with the circuit breaker, we have several property tax payers who have reached their cap so

any difference is not collected. Since we have to pay our debt, all other tax supported funds have to be reduced in order to cover our debt. This ultimately means any shortfall or reduction in tax collections in CPF, Transportation Operating, or Bus Replacement have to be made up through the General Fund or Rainy Day, or not made up at all. Rainy Day has been able to grow by transferring a portion of remaining cash balances in Transportation Operating or Capital Projects, and from the General Fund with the contract agreement with the teachers. The current teacher contract expires at the end of this year so transferring from the General Fund will be unlikely. Currently, the iPads are paid for out of CPF, Rainy Day and Textbook rental.

We have the challenge of providing the best educational opportunities for our students, and the best resources for our teachers, while trying not to duplicate costs or add additional costs. Whether we use traditional textbooks or digital materials, we know there will be additional costs to the cost of the iPad, that is part of our responsible of providing the best education possible for our students and our basic grant from the state helps with this. The less we can charge the parents the better and the more we can add classroom sets for free or at minimal costs the better.

7. Tecton Contract and Additional Projects

8. Current Planning

- Finalizing Summer School Numbers
- Completion of Building Projects and Start of New Projects
- Continuing to look for ways to provide more instructional time for struggling students
- Beginning 2017 Budget Process

WESTERN SCHOOL CORPORATION

Summary of Debt Service Obligations
Includes Savings from 2016 Refunding
Does Not Include Pension Bonds or Other Loans
2014 Bonds Structured for January and July Calendar Year Payments

Year	2006/2007	QSCB	2015	2014	Total Obligations	Reduction From 2016 Refunding	New Total With Reduction
2016	\$ 1,758,000	\$ 196,000	\$ 434,000	\$ 401,552	\$ 2,789,552	\$	\$ 2,789,552
2017	1,757,000	190,000	276,000	599,888	2,822,888	\$ 147,000	2,675,888
2018	1,765,000	183,000	336,000	601,274	2,885,274	151,000	2,734,274
2019	1,760,000	177,000	887,000	236,234	3,060,234	148,000	2,912,234
2020	1,762,000	170,000	891,000		2,823,000	148,000	2,675,000
2021	1,761,000	164,000	897,000		2,822,000	151,000	2,671,000
2022	1,764,000	157,000	904,000		2,825,000	148,000	2,677,000
2023	1,760,000	150,000	914,000		2,824,000	148,000	2,676,000
2024	1,760,000	144,000	917,000		2,821,000	144,000	2,677,000
2025	1,763,000	137,000	925,000		2,825,000	147,000	2,678,000
2026	1,760,000	131,000	931,000		2,822,000	146,000	2,676,000
2027	1,766,000	64,000	931,000		2,761,000	150,000	2,611,000
2028	1,768,000		458,000		2,226,000	146,000	2,080,000
2029	885,500				885,500	74,500	811,000
	<u>\$ 23,789,500</u>	<u>\$ 1,863,000</u>	<u>\$ 9,701,000</u>	<u>\$ 1,838,948</u>	<u>\$ 37,192,448</u>	<u>\$ 1,848,500</u>	<u>\$ 35,343,948</u>

To: Members of the Western School Board
 From: Randy McCracken
 Re: Tax Information Comparison
 Date: May 17, 2016

The following is a Debt Service comparison of rates, assessed values, and levies.

Comparison of assessed values:

	2010	2011	2012	2013	2014	2015	2016
AV	496,757,042	452,635,886	455,297,747	447,774,263	460,937,150	467,914,557	474,915,816
1. Budget Estimate	2,833,266	2,838,239	2,815,530	2,736,159	3,023,196	2,971,645	2,830,544
2. Expenditures J1 - Dec	1,415,715	1,298,500	1,412,204	1,325,555	1,370,159	1,447,737	1,556,888
3. Add App J1 - Dec	0	0	0	3,764	11,490	0	0
4A. Temporary Loans	0	0	0	0	0	0	0
4B. Loans not Paid 12/31	0	0	0	0	0	0	0
5. Total Estimate	4,248,981	4,136,739	4,227,734	4,065,478	4,404,844	4,419,382	4,387,432
6. Cash Balance 6/30	539,999	1,217,534	1,363,727	1,468,345	1,376,738	1,499,256	1,078,135
7. Dec Tax Collection	1,826,941	1,279,083	1,093,469	1,227,106	1,109,709	1,230,567	819,410
8A. Misc. Rev Jul - Dec	156,840	162,994	145,025	189,747	140,859	160,562	96,928
8B. Misc. rev Total	330,177	276,980	313,457	279,033	307,996	248,198	286,039
9. Total Funds	2,855,957	2,936,591	2,915,678	3,164,231	2,935,302	3,138,583	2,280,512
10. Net Amt Req	1,395,042	1,200,148	1,312,056	901,247	1,469,542	1,280,799	2,106,920
11. Operating Balance	1,299,883	1,103,769	1,373,290	1,329,117	1,372,136	642,330	1,104,936
12. Total (10+11)	2,694,907	2,303,917	2,685,346	2,230,364	2,841,678	1,923,129	3,211,856
13A. PTRC	0	0	0	0	0	0	0
13B. LOIT	0	0	0	0	0	0	0
14. Net Amt to Raise	2,694,907	2,303,917	2,685,346	2,230,364	2,841,678	1,923,129	3,211,856
15. Levy Excess	0	0	0	0	0	0	0
T16. ax Levy	2,694,907	2,303,917	2,685,346	2,230,364	2,841,678	1,923,129	3,211,856
Tax Rate	.5425	.5090	.5898	.4981	.6165	.4110	.6763
Total Tax Rate All Funds	1.1248	1.1346	1.1577	1.1476	1.2405	.9998	1.2734
Debt Service Worksheet	2,833,266	2,838,239	2,815,530	2,736,159	3,023,195	2,915,290	2,830,544
Total							

Item #7 – Additional Appropriation Resolution

Mr. Wells made a motion to approve the additional appropriation resolution as presented by Mrs. Carter. Mr. Koloszar seconded the motion which passed 5-0.

Item #8 – Transfer Capacity

Mr. Kenworthy made a motion to approve the transfer student capacity as recommended by Mr. McCracken. Mrs. Shepherd seconded the motion which passed 5-0.

Item #9 – Textbook Adoption

Mrs. Shepherd made a motion to approve the recommended math textbooks for WPS and WHS. WIS and WMS were presented for the 30 day review. Mr. Kenworthy seconded the motion which passed 4-1.

Item #10 –New HS Course

Mr. Kenworthy made a motion to approve the new high school course, Intermediate Choir, as requested by Mr. Davis. Mr. Koloszar seconded the motion which passed 5-0.

Item #11 – Request to Enter Into Contracts

Mr. Wells made a motion to approve the request from Mrs. Stranahan to enter into contract with Bona Vista. Mr. Kenworthy seconded the motion which passed 5-0.

Item #12 – HoCo Health Department

Mr. Kenworthy made a motion to approve an agreement to work with the Howard County Health Department for the ISDH grant application. Mr. Wells seconded the motion which passed 5-0.

Item #13 – 2016-17 Handbooks

Mr. Wells made a motion to approve the following handbooks:

1. Maintenance/Custodian Handbook
2. Special Purpose Vehicle Handbook
3. Transportation Handbook

Mrs. Shepherd seconded the motion which passed 5-0.

Item #14 – Overnight Camps

Mrs. Shepherd made a motion to approve the overnight camps for Girls Cross Country, Football, Volleyball, Boys Basketball and Girls Basketball. Mr. Koloszar seconded the motion which passed 5-0.

Item #15 – Acceptance of Donations

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

1. Hanel Storage Systems – Plastic Storage Totes, \$665.00 value
2. Leon and Julia Orem - \$1,000 cash scholarship
3. Anonymous - \$100.00 cash donation for W-Club

Mrs. Shepherd seconded the motion which passed 5-0.

Item #16 – Surplus Property

Mrs. Shepherd made a motion to approve the following items as surplus:

1. Three 20 feet pieces of angle iron
2. Two 24 feet pieces of angle iron

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

Item #17 – NEOLA

The Board was presented with the following policies for second read: 0144.3, 1130, 3113, 4113, 6110, 6111, 6112, 6114, 6116, 6320, 6325, 6460, 6550, 7300, 7310, 7450, 8500, and 5840

Item #18 – Personnel

Mrs. Shepherd made a motion to approve the following personnel items:

1. Recommendations:
 - a. Angela Jakes – Temp 4th grade teacher
 - b. Speech/Language Pathologist Asst Position, KASEC
 - c. Brittnee Ca'they – SLPA, KASEC
 - d. Cynthia Long – Asst Principal, WHS
 - e. Steven Hoheimer – Educational Diagnostician, KASEC
 - f. Kathy Polk – Bus Driver
 - g. Michael Hamilton – Liaison Officer
 - h. Sean Kirchgessner – Bus Driver
 - i. Autumn Smith – Auditorium Director
 - j. Haleigh Stipes – Teacher, WPS
 - k. Sarah Garber – Fall/Winter Guard
 - l. Dan Healton – Full Time Teacher
 - m. Thomas Skinner – Temp WALC/Adaptive PE Teacher, WHS
 - n. Rebecca Hickey – Speech Language Pathologist, KASEC
 - o. Kim Freeman – 7th and 8th Grade Cheerleading
2. Change in Hours:
 - a. Jill Deis, WHS
3. Maternity Leave:

- a. Kylie Young, WIS
- b. Leslie Guy, WIS
- 4. Medical Leave:
 - a. Teena McGuire
- 5. Resignations:
 - a. Heather Dubbels, WHS
 - b. Allyson Gordon, WHS
 - c. Jacob Turner, Panther Tech
 - d. Kaylen Anthony, WSC
 - e. Michelle Payne, KASEC
 - f. Judey Budenz-Anders, KASEC
 - g. Keirstin Veldkamp, WMS
 - h. Kelsie Moreno, WMS
 - i. Olivia Bright, 7th and 8th Grade Cheerleading
 - j. Kay Lazar, MS Tennis
- 6. Retirement:
 - a. Cathy Newton

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

Item #19 – Professional Improvement Requests

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

Jacob Turner – Employer/Employee Connection, Indiana’s Focus on Career and Technical Education – IUK – May 4, 2016

Jacob Turner – Hire Technology Focus Group – Fort Wayne – May 9, 2016

Melissia Grant – Coaching for Beginning Ag Teachers – Clinton Central – April 28, 2016

Heather Yentes – Instructional Leadership Series – WVEC – June 1-2, Sept 19, Oct 10, Nov 14, Dec 12, 2016

Dawn Lytle – Erskine Green Training Institute Information Session – Rensselaer – May 10, 2016

Tricia McClain – Erskine Green Training Institute Information Session – Rensselaer – May 10, 2016

Lissa Stranahan – Summer EL Institute – WVEC – June 14, 2016

Jennifer Bray – Multisensory Techniques – Dyslexia Institute – June 6-9, 2016

Steve Arthur – Elearning NexGen Conference – Northwestern – June 15-16, 2016

Suzie Reagle – Director’s Workshop – Indianapolis – July 13, 2016

Lissa Stranahan – Fall Title III Meeting – WVEC – August 18, 2016

Suzie Reagle – Special Ed and SBOA/IDOE Workshop – Lebanon – May 26, 2016

Summer Technology Training and Mathematics Professional Development – Western - August 2-3, 2016

Mrs. Shepherd seconded the motion which passed 5-0.

Item #20 – Board Member Roundtable

Mr. Wells wished Mrs. Singer well after her surgery. He also commented on the recent interview process for the HS Asst Principal, and how much he appreciated Mrs. Long and welcomed her to Western.

Mr. Kenworthy also welcomed Mrs. Long and asked Dr. Hendrich about signage on campus. He commented on how great both the triathlon and career day were. He shared that the recent fine arts festival was phenomenal as well.

Mr. Koloszar shared that he had been told that the students who attended the Washington DC trip were very polite and behaved excellently.

Mrs. Shepherd welcomed Mrs. Long to the HS.

Mr. Maugans also welcomed Mrs. Long and shared some interesting reading material.

Item #21 – Signing of Documents

The proper documents were signed.

Item #22 – Adjournment

The meeting was adjourned at 6:47 p.m.