

BOARD MINUTES

Regular Meeting of the Board

December 12, 2011

7:00 P.M.

WELCOME – Board members in attendance: Jane Faggetti, Phil Foster, Bruce Guernsey, Debbie Smith, Shane Steimel Absent: Mike Biesecker, Bill Noland

PLEDGE OF ALLEGIANCE

PRAYER

MINUTES OF THE NOVEMBER 14, 2011 MEETING

The Chair will entertain a motion to approve the minutes of the November 14, 2011 board meeting.

Board motion: So Moved

Motion: Bruce Guernsey Second: Phil Foster (discussion) Vote: 4-0

REPORTS

- Performance Pay Grant – Dr. Hendrix informed the board that a team is working on this grant in order to attempt to be a part of the state's 6,000,000 disbursement for the merit/performance pay in 2012.
- End of the Year Financials and Recommendations – Prior year end of the years General Fund and Rainy Day Fund cash balances were discussed.

END OF THE YEAR STIPEND

Debbie Smith made a motion to give a one time stipend of \$500 to all employees. This motioned failed without a second.

Bruce Guernsey made a motion to give a one time stipend of \$500 to all full time employees and a one time stipend of \$300 to all part-time employees. This motioned failed without a second.

Shane Steimel made a motion to give a one time stipend of \$500 to all employees excluding board members. Debbie Smith seconded the motion and it passed unanimously.

DONATION

I recommend the Board accept the Ipad 2 donation to the Western Boone Jr./Sr. High School Special Education Department for Communication support. The donation was anonymous.

Board motion: So Moved

Motion: Shane Steimel Second: Bruce Guernsey (discussion) Vote: 5-0

RAINY DAY FUND:

I recommend the Board approve the transfer of \$55,000 from the Transportation Fund and \$45,000 from the Bus Replacement Fund into the Rainy Day Fund (\$100,000 total).

Board motion: So Moved

Motion: Bruce Guernsey Second: Phil Foster (discussion) Vote: 5-0

END OF THE YEAR ACCOUNTING:

I recommend the Board pre-approve the payment of claims, invoices, and allowances received prior to December 31, 2011.

Board motion: So Moved

Motion: Debbie Smith Second: Bruce Guernsey (discussion) Vote: 5-0

I recommend the Board approve the corporation treasurer to make any and all adjustments to appropriations to close the financial accounting for the budget year 2011 on December 31, 2011.

Board motion: So Moved

Motion: Debbie Smith Second: Phil Foster (discussion) Vote: 5-0

BOARD POLICIES:

I recommend the Board approve the addition of the following Board Policies:

BP- 9040 – CHEMICAL MANAGEMENT

BP- 9050 – VEHICLE IDLING

And Table:

BP- 9060 – ANIMALS IN THE CLASSROOM

Board motion: So Moved

Motion: Debbie Smith Second: Shane Steimel (discussion) Vote: 4-1 (Bruce Guernsey)

NON-RESIDENT TRANSFER STUDENT:

I recommend the Board approve the request for transfer of Rachel Ramey to Western Boone Jr/Sr High beginning December 22, 2011. Rachel is an 8th Grade Student. Parents will be responsible for transportation and the second semester tuition cost will be waived due to extenuating circumstances and Mr. Ramey being an administrator for the corporation.

Board motion: So Moved

Motion: Bruce Guernsey Second: Debbie Smith (discussion) Vote: 5-0

PERSONNEL

Retirement:

Renee' McCoskey, Teacher- Granville Wells effective at the end of the 2011-12 school year.

Resignation:

Rich Schelsky, Western Boone Varsity Baseball Coach effective immediately.

Family Medical Leave:

Kylene Gott, Teacher – Granville Wells to extend her leave thru the end of the 2011-2012 school year

Employment:

Mrs. Jennifer Stillwell, part-time speech/language pathologist for the second semester of the 2011-12 school year.

Athletics: (All positions are pending clear background reports.)

Adam Hayden – Western Boone Jr High Assistant Wrestling Coach

Kara Jones – Western Boone 7th Grade Assistant Girls Basketball Coach

Kate Ryan – Western Boone Jr High Assistant Swim Coach

Dustin Cunningham – Western Boone Head Boys Baseball Coach

Mark Riggins – Western Boone Head Boys/Girls Track Coach

Todd Clark – Western Boone Head Softball Coach

Willie Smith – Western Boone Head Boys Golf Coach

Doug Randle – Granville Wells 6th Grade Boys Basketball Coach

Randy Pratt – Granville Wells 5th Grade Boys Basketball Coach

Rich King – Granville Wells 5th Grade Boys Assistant Basketball Coach

Tim Nicley – Granville Wells 6th Grade Girls Basketball Coach

Mark Florey – Granville Wells 6th Grade Assistant Girls Basketball Coach

Randy Coffman – Granville Wells 5th Grade Girls Basketball Coach

Donnell Schiery – Granville Wells 5th/6th Grade Cheerleading Coach

Latisha Walker – 5th/6th Grade Assistant Cheerleading Coach

Board motion: So Moved

Motion: Phil Foster Second: Bruce Guernsey (discussion) Vote: 5-0

CLAIMS

The business manager will be available to answer questions regarding claim items.

The chair will entertain a motion to accept claims as presented.

Board motion: So Moved

Motion: Debbie Smith Second: Shane Steimel (discussion) Vote: 5-0

COMPARISON REPORT – Business Manager

INFORMATION: Have a GREAT Holiday

DOCUMENT SIGNING

ADJOURNMENT

Board motion: So Moved

Motion: Bruce Guernsey Second: Debbie Smith (discussion) Vote: 5-0

General Fund Cash Balance History			
Year		Cash Balance January 1st	
1996	\$	947,456	
1997	\$	974,711	
1998	\$	1,159,879	
1999	\$	1,365,816	
2000	\$	1,384,562	
2001	\$	1,504,624	
2002	\$	1,040,908	** Planned spend down of General Fund**
2003	\$	1,253,467	
2004	\$	1,247,942	
2005	\$	1,446,535	
2006	\$	1,425,367	
2007	\$	1,510,679	
2008	\$	1,020,153	**Final Property Tax Pmt Not Received 1/24/08
2009	\$	1,519,209	
2010	\$	1,629,522	
2011	\$	1,669,881	
Rainy Day Fund			
2002	\$	92,300	
2008	\$	100,000	
2010	\$	295,000	
Total	\$	487,300	

November 14, 2010

An anonymous donor has gifted to Western Boone Jr/Sr High School an Ipad 2 for use by the special education department to support communication, especially with the non-verbal students.

The Ipad 2 is valued at \$499.99 and the cover is valued at \$39.99.

Respectfully submitted by,
Susan Neese



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December 5, 2011

To: Board Members
Dr. Judi Hendrix, Superintendent

From: Vivian Norman

Re: Rainy Day Fund

Per the Indiana Code, a Rainy Day Fund is a financial line that can be established so that it may assist during an economic downturn in order to stabilize the budget so that spending may be maintained without increasing taxes.

The Rainy Day Fund was originally established in 2002 with a transfer of \$92,300. In 2008, \$100,000 was transferred in from the Capital Projects Fund. Last year, the board voted to transfer \$145,000 from the Transportation Fund and \$150,000 from the Bus Replacement Fund into the Rainy Day Fund. This brings the Rainy Day's current cash balance to \$487,300.

I would like to make the recommendation to the Board that we transfer the following into the Rainy Day Fund for 2011:

Transportation Fund:	\$ 55,000
Bus Replacement Fund:	<u>\$ 45,000</u>
Total:	<u>\$100,000</u>

BOARD RESOLUTION TO TRANSFER FUNDS

WHEREAS, Indiana Code 36-1-8-5.1 allows a school corporation to establish a Rainy Day Fund to transfer unused and unencumbered balances from funds raised by a tax levy, up to a maximum of ten percent of the total budget for that fiscal year,

THEREFORE BE IT RESOLVED THAT the Board hereby transfers \$55,000 from the Transportation Fund (Fund 410); and \$45,000 from the Bus Replacement Fund (Fund 420) to the Rainy Day Fund (Fund 610) for the 2011 fiscal year.

The intent of the Board of School Trustees is to use the monies in the Rainy Day Fund for purposes the Board deems necessary.

This resolution was duly made, seconded and adopted this 12th day of December, 2011.

President, Board of School Trustees

Secretary, Board of School Trustees

Chemical Management Policy

BP- 9040

This policy applies to all chemicals purchased for use in child occupied school buildings.

The purpose of this policy is to reduce student and staff exposure to chemical hazards from hazardous chemicals used or kept at the school. By selecting products with lesser hazards, and by properly using these products, there will be a reduced risk of exposure to these products.

The superintendent will be responsible for the implementation and enforcement of this policy working directly with the corporation's Indoor Air Quality Director.

Each year, school corporation personnel as assigned by the school principal shall conduct a building-wide chemical inventory. During the inventory, expired and unwanted chemicals are to be identified for proper disposal.

Purchasing:

Chemical purchases shall adhere to the following protocol.

1. This school has identified each department supervisor as responsible for following procedures and guidelines for purchasing chemicals in an effort to minimize student and staff exposure to chemical hazards.
2. First in and first out method will be followed. Over purchasing and stockpiling are not permitted.
3. The least toxic chemical that is still effective for the job is to be selected. Material Safety Data Sheets should be reviewed to make this determination. This includes selection of cleaning supplies as well as teaching tools for classrooms. Micro and green chemistry are encouraged.

Material Safety Data Sheets will be available at each school's main office. These sheets are to be updated annually by each department supervisor.

Use:

1. Chemicals will be mixed and used according to manufacturer's directions. Measuring devices or direct mixing systems are to be used. Any warnings, especially requirements for ventilation are to be followed.
2. When possible, use of cleaning products should be performed when students are not present.
3. Areas where chemicals are being used will be properly ventilated, including classrooms and laboratories.
4. Only properly trained staff may use hazardous chemicals. Staff will receive annual training and when required, certification.
5. Required notification procedures will be followed.

Storage:

1. Secondary containers will not be used to store chemicals unless they are properly labeled and approved for such use.
2. Storage areas will be properly ventilated.
3. Storage areas will be compatible with the chemicals being stored in them.
4. Reactive chemicals will not be stored near each other.
5. Hazardous chemicals will be stored in locked areas at all times.
6. All original containers will be labeled with the date received.

Disposal:

1. Unwanted, unused, and outdated chemicals should be identified on a regular basis but at least annually. These identified chemicals should be marked for disposal.
2. Disposal will follow state regulations. Pouring down the drain or throwing in the trash is not acceptable.

Legal Reference 410 I.A.C. 33-4-8

Date Adopted: 12/12/11

VEHICLE IDLING POLICY

BP- 9050

The purpose of this policy is to eliminate all unnecessary idling by corporation school buses such that idling time is minimized in all aspects of school bus operation and to reduce vehicle exhaust that has the potential to be drawn into the building.

This policy applies to the operation of every corporation-owned school bus and public and private vehicles on school grounds.

The school corporation shall post signs in areas where idling is prohibited.

Public and Private Vehicles Idling Time:

1. Drivers of all public and private vehicles are to turn off the engine if the vehicle is to be stopped more than 5 minutes in locations where vehicle exhaust may be drawn into the building or while on school grounds.

Corporation Vehicle Idling Time:

1. When school bus drivers arrive at loading or unloading or areas to drop off or pick up passengers, they should turn off their buses as soon as possible to eliminate idling time and reduce harmful emissions. The school bus should not be restarted until it is ready to depart and there is a clear path to exit the pick-up area.
2. School buses will not idle on school grounds or off school grounds for longer than 5 minutes unless:
 - A. There are extreme weather conditions (meaning 30 degrees Fahrenheit or less) and the purpose is to warm the interior of the bus,
 - B. Longer idling time is necessary to facilitate the loading and unloading of students of special needs,
 - C. There are safety or emergency situations,
 - D. There are maintenance or mechanical inspection/repair issues requiring a longer time to facilitate the inspection/repair process, or
 - E. The bus is idling in traffic.
3. Buses should not idle while waiting for students during field trips, extracurricular activities or other events where students are transported off school grounds.

Legal Reference: 41- I.A.C. 33-4-3

Date Adopted: 12/12/11

Tabled

ANIMALS IN THE CLASSROOM

BP- 9060

No live animals with the exception of fish in aquariums are to be in the school. Service dogs are permitted on school buses and in classrooms to perform the functions for which they are trained.

Legal Reference: 410 I.A.C. 33-4-7

Date Adopted: 12/12/11

GENERAL FUND COMPARISON REPORT:

As of the end of November, 2011 the General Fund cash balance is \$1,934,205.

In the General Fund as of November 30, 2011 we have an expended a total of \$9,143,747 or 79% of the 2011 General Fund Appropriated Budget of \$11,555,700.