

BOARD MINUTES

Regular Meeting of the Board

November 11, 2013

7:00 P.M.

WELCOME – Board members in attendance: Mike Biesecker, Rick Davis, Phil Foster, Bill Noland, Debbie Smith, Shane Steimel Absent: Mike Martin

PLEDGE OF ALLEGIANCE **PRAYER**

MINUTES OF THE OCTOBER 14, 2013 MEETING

The Chair will entertain a motion to approve the minutes of the October 14, 2013 regular board meeting.

Board motion: So Moved

Motion: Mike Biesecker Second: Shane Steimel (discussion) Vote: 6-0

DONATIONS:

I recommend the Board accept the following donations:

Collins Equipment - \$370 for flags at the Football field

Hildebrandt Foundation - \$500 for Volleyball Program

WeBo Athletic Boosters - \$2500 to the Athletic Dept

Board motion: So Moved

Motion: Bill Noland Second: Rick Davis (discussion) Vote: 6-0

REPORTS

- Enrollment Data – Judi Hendrix

LINE OF CREDIT

I recommend the Board reject the \$2,000,000 Line of Credit Bid for 2014 from the State Bank of Lizton as advertised.

Board motion: So Moved

Motion: Bill Noland Second: Shane Steimel (discussion) Vote: 6-0

BOARD POLICY – 6050 BULLYING

I recommend the Board approve the update to Board Policy 6050-Bullying to meet the newest mandated criteria.

Board motion: So Moved

Motion: Mike Biesecker Second: Shane Steimel (discussion) Vote: 6-0

CORPORATION PLAN – BULLYING

I recommend the Board approve the corporation Plan on Bullying as presented.

Board motion: So Moved

Motion: Bill Noland Second: Rick Davis (discussion) Vote: 6-0

EXTENDED FIELD TRIP

I recommend the Board approve the extended Jr High School Field Trip to Washington DC from June 11 to 15, 2014. Sponsors will be teachers, Sara Nicodemus, Julie Creech and Riley Lerch.

Board motion: So Moved

Motion: Phil Foster Second: Bill Noland (discussion) Vote: 6-0

NON-RESIDENT CASH TUITION TRANSFER REQUESTS:

I recommend the Board approve the enrollment of Jacob Newsom – grade 8 at Western Boone. Parents have paid the 1st Semester Tuition.

Board motion: So Moved

Motion: Rick Davis

Second: Bill Noland

(discussion)

Vote: 6-0

PERSONNEL

All employment recommendations are pending completed satisfactory criminal background history reports.

Termination:

Rebecca Graham, Western Boone Special Ed Instructional Assistant, effective October 29, 2013.

Resignations:

Mike Schlemmer – Western Boone Boys Varsity Soccer Coach effective November 1, 2013.

Taylor Toney – Western Boone Jr High Cheerleading Sponsor effective immediately.

Employment:

Danielle Schick – Thorntown Instructional Assistant – Kindergarten effective 10/29/13.

Melissa Parsons - Thorntown Instructional Assistant - Kindergarten effective 10/29/13.

Jayma Pittman - Thorntown Instructional Assistant - Kindergarten effective 10/29/13.

Melissa Imbus – Western Boone Special Education– effective 10/29/13 replacing Rebecca Graham.

Athletics:

Ryan Richardson – TT 6th Grade Boys Head Basketball Coach - Volunteer

Charles (Chuck) Ford – TT 6th Grade Boys Assistant Basketball Coach – Volunteer

Kyle Marsh – TT 5th Grade Boys Head Basketball Coach - Volunteer

Brandon Davis – Assistant High School Wrestling Coach – Volunteer

Patrick Gedig – Varsity High School Baseball Coach - Volunteer

Jeff Parsley – Jr High Co-Head Wrestling Coach

Trae Landfair – Jr High Cheer Coach replacing Taylor Toney

Greg Hole – GW 5th Grade Boys Head Basketball Coach – Volunteer

Greg King – GW 5th Grade Boys Assistant Basketball Coach – Volunteer

Doug Randle – GW 6th Grade Boys Head Basketball Coach – Volunteer

Richard Wright – GW 6th Grade Boys Assistant Basketball Coach - Volunteer

Board motion: So Moved

Motion: Bill Noland

Second: Mike Biesecker

(discussion)

Vote: 6-0

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: Mike Biesecker

Second: Shane Steimel

(discussion)

Vote: 6-0

COMPARISON REPORT

INFORMATION:

- Fuel Tanks for Transportation Dept – Terry Barnett
- Star Spotlight, Radio MOM – Jim Johnson
- Veteran's Day Program held at all three schools
- Fall Sports Record: 72 wins and only 22 losses
- Girls 1st in conference standings; Boys 2nd in conference standings

DOCUMENT SIGNING

ADJOURNMENT

Board motion: So Moved

Motion: Mike Biesecker

Second: Bill Noland

(discussion)

Vote: 6-0

MEMORANDUM

TO: Dr. Judi Hendrix, Superintendent
School Board Members

DATE: November 7, 2013

SUBJECT: Line of Credit for 2014

State Bank of Lizton was the only bid submitted for the advertised \$2,000,000 line of credit.

The State Bank of Lizton's bid is for a fixed rate of 3.49% on a Two Million and 00/100 Dollar (\$2,000,000.00) line of credit. This is a lower fixed rate than last year at 3.99%. The 2014 line of credit denotes a maturity date of December 31, 2014. There will be a commitment fee of \$750.00 for this line of credit unless a minimum of \$1,000,000 is moved to State Bank of Lizton and kept on deposits during the 2014 calendar year.

In past years, the school corporation did maintain around a \$1,000,000 deposit balance at State Bank of Lizton; however, the bank monthly fees became more than the interest earned. Since the payroll direct deposit process goes thru State Bank of Lizton, the school corporation needed to maintain an open account; however, the deposit balance is being kept at a much lower level.

My recommendation is to reject the State Bank of Lizton's 12 month - fixed rate bid of 3.49% for the 2014 line of credit based on the added commitment fee of \$750.00 unless a minimum of \$1,000,00 in deposits is maintained.

Respectfully submitted,

Vivian Norman
Business Manager

Bullying

BP - 6050

(a) Bullying is **prohibited** by Western Boone County Community School Corporation. Students who commit any acts of bullying are subject to discipline including but not limited to suspension, expulsion, arrest, and/or prosecution.

(b) Definition: "Bullying" is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically); physical acts committed; aggression; or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student, creating for the targeted student an objectively hostile school environment that:

- (1) places the targeted student in reasonable fear of harm to his or her person or property;
- (2) has a substantially detrimental effect on the targeted student's physical or mental health;
- (3) has the effect of substantially interfering with the targeted student's academic performance; or
- (4) has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

Bullying does **not** include:

- participating in a religious event;
- acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger;
- participating in an activity consisting of the exercise of a student's freedom of speech rights;
- participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one (1) or more adults;
- participating in an activity undertaken at the prior written direction of the student's parent; or
- engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.

(c) Applicability: Western Boone County Community School Corporation prohibits bullying in all forms. This policy may be applied regardless of the physical location in which the bullying behavior occurred, whenever the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within the Western Boone School Corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment. Western Boone County Community School Corporation prohibits bullying through the use of data or computer software that is accessed through any computer, computer system, or computer network.

(d) Education: All students may be required to receive information on anti-bullying measures.

(e) Reporting: Anyone who believes that a student has possibly been or is the victim of bullying is encouraged to **immediately** report the situation to an appropriate staff member such as a teacher, school counselor, or administrator (including the Superintendent). All staff who observe or receive a report of suspected bullying shall **immediately** notify a designated school administrator in charge of receiving reports of suspected bullying. If a staff member does not know who to make a report to, he or she should report directly to the building principal or Superintendent. Bullying reports to the Department of Child Services and/or law enforcement must be made as required by law, such as when a staff member believes that a student is the victim of abuse or neglect. Any person

who makes a report of bullying and requests to remain anonymous will not be personally identified as the reporter or complainant to extent permitted by law. Western Boone County Community School Corporation will act appropriately to discipline staff members who fail to initiate or conduct an investigation of a bullying incident and for persons who falsely report an incident of bullying.

(f) Investigation: Once a report of suspected bullying is received by the designated school administrator, an expedited investigation shall follow. The investigation should be facilitated by the designated school administrator or other appropriate school staff. Information relating to the investigation will be gathered using means including, but not limited to: witness interviews, request for written witness statements, record identification and review, and an assessment of whether bullying occurred. The investigation will be initiated within one (1) business day of the report to the designated school administrator and will ordinarily be completed within thirty (30) calendar days.

(g) Intervention/Responses: If a report of suspected bullying is substantiated through an investigation, then the School Corporation shall take appropriate intervention and responses as consistent with policy and procedure. The School Corporation will take prompt and effective steps reasonably calculated to stop the bullying, remedy the bullying, and prevent the bullying from recurring. Interventions and responses include, but are not limited to: separating the bully and the target; follow-up school counseling for the target; bullying education for the bully; and prompt disciplinary action against the bully. These steps should not penalize the target of the bullying. Disciplinary actions against the bully may include, but are not limited to: suspension and expulsion for students; discharge for employees; exclusion for parents, guests, volunteers, and contractors; and removal from any office for governing body members. Also, if the acts of bullying rise to the level of criminal offense the matter will be referred to law enforcement.

(h) Parental Involvement: Parents are encouraged to be involved in the process of minimizing bullying. Parents should report suspected acts of bullying to an appropriate school official. In addition, parents of students suspected of bullying will be notified with a phone call or through other appropriate means of communication. Conversely, parents of students suspected of being the target of acts of bullying will also be notified with a phone call or through other means of appropriate communication. Parent notifications will occur in an expedited manner within one (1) business day after the designated school administrator receives the report of suspected bullying. Parents of students who are disciplined for acts of bullying will be involved in the disciplinary process consistent with the law and School Corporation policy.

I.C. 5-2-10.1, 20-20-8-8, 20-30-5-5.5, 20-33-8-0.2, 20-33-8-13.5, 20-34-6-1

Adoption Date:

BULLYING- Corporation Plan

The following procedures shall be used for reporting, investigating and resolving complaints of bullying.

Complaint Procedures

Building principals and assistant principals and the Superintendent have responsibility for conducting investigations concerning claims of bullying. The investigator(s) shall be a neutral party having had no involvement in the complaint presented.

Any student, employee or third party who has knowledge of conduct in violation of Board Policy or feels s/he has been a victim of bullying in violation of Board Policy shall immediately report his/her concerns.

"Bullying" (per IC 20-33-8-.2) means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other targeted student and create for the targeted student an objectively hostile school environment that:

- (1) places the targeted student in reasonable fear of harm to the targeted student's person or property;
- (2) has a substantially detrimental effect on the targeted student's physical or mental health;
- (3) has the effect of substantially interfering with the targeted student's academic performance; or
- (4) has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

Bullying fosters a climate of fear and disrespect that can seriously impair the physical and psychological health of its victims and create conditions that negatively affect learning. Bullying includes unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. The imbalance of power involves the use of physical strength, or popularity to access embarrassing information to control or harm others. Bullying can occur anywhere (in-school or outside of school) and at any time – both during and after school hours.

Bullying can include physical bullying, verbal bullying, social/relational bullying, and electronic/written communication.

Physical bullying involves hurting a person's body or possessions. It includes hitting/kicking/punching, spitting, tripping or pushing, taking or breaking someone's things, and making mean or rude hand gestures.

Verbal bullying involves saying mean things. It can include teasing, name-calling, inappropriate sexual comments, taunting, or threatening to cause harm.

Social/relational bullying involves starting rumors, telling others not to be friends with someone or other actions that would cause someone to be without friends.

Electronic/written communication involves cyber-bullying, collective or group note writing, any bullying undertaken through the use of electronic devices (computer, cell phones).

Considerations in determining if the behavior meets the definition of bullying:

- The history between the individuals. Have there been past conflicts? Have these individuals had a dating relationship? (This may not be considered bullying)
- Power differential. Is there an imbalance of power? (Power imbalance is not limited to physical strength.)
- Repetition. Has this or a similar incident happened before? Is there any indication that this will happen again?
- Are any of the individuals involved with a gang? (This may result in interventions different from bullying.)

All complaints will be investigated promptly in accordance with the following procedure:

- Step 1 Any complaints, allegations or rumors of bullying shall be presented to the building principal or assistant principal. Students also may report their concerns to teachers or counselors who will be responsible for notifying the appropriate administrator. Complaints against the building principal shall be filed with the Superintendent. Complaints against the Superintendent shall be filed with the Board President. Complaints submitted anonymously also shall be investigated.
- Step 2 The official receiving the complaint shall promptly investigate. Parents will be notified of the nature of any complaint involving the child. The official will notify all concerned parties within one (1) work day after receipt of the information or complaint. The official conducting the investigation shall notify the complainant and parents when the investigation is concluded and disciplinary action, warranted, or other remedial action is decided.

The official who investigates the complaint will be responsible for working with the school counselors and other community resources to provide information and/or follow-up services to support the targeted student and to educate the student engaging in bullying behavior on the effects of bullying and the prevention of bullying. In addition, the school administrator and school counselors will be responsible for determining if the bullying behavior is a violation of law required to be reported to law enforcement under Indiana law based upon their reasonable belief. Such determination should be made as soon as possible and once this determination is made, the report should be made immediately to law enforcement.

Documentation related to the incident, other than any discipline imposed or other remedial action taken, will be maintained in a file separate from the student's education records or the employee's personnel file.

Retaliation/False Charges

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry related to a complaint of bullying is prohibited. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. False charges shall be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions. Suspected retaliation should be reported in the same manner as bullying.

Failure to Respond to Reporting

Teachers, school staff, or school administrators who fail to initiate or conduct an investigation of a bullying incident are subject to disciplinary action, up to and including dismissal from employment with the school corporation.

Student Support Services and Prevention Education May Include:

Provide adult supervision during recess, lunch time, bathroom breaks, and in the hallways during times of transition;

Maintain contact with parents and guardians of all involved parties;

Provide counseling for the victim if assessed that it is needed;

Inform school personnel of the incident and instruct them to monitor the victim and the offending party for indications of harassing, intimidating, and bullying behavior.

Personnel are to intervene when prohibited behaviors are witnessed;

Follow up with victim, as needed, to ensure that there has been no further incidents of harassment, intimidation, or bullying or retaliation from the offender or other parties.

Planned professional development programs addressing bully/targeted individuals' problems;

Data collection to document bully/victim problems to determine the nature and scope of the problem;

Use of peers to help ameliorate the plight of victims and include them in group activities;

Avoidance of sex-role stereotyping (e.g. males need to be strong and tough);

Awareness and involvement on the part of all school personnel and parents with regards to bully-victim problems;

An attitude that promotes communication, friendship, assertiveness skills, and character education;

Modeling by teachers of positive, respectful, and supportive behavior toward students;

Creating a school atmosphere of team spirit and collaboration that promotes appropriate social behavior by students in support of others;

Employing classroom strategies that instruct students how to work together in a collaborative and supportive atmosphere.

Incident Report

Complete this form for any suspected bullying incident. Copies shall be placed in the victim's and the offender's school files for future reference; and parents of both parties will be notified.

Reported by: _____ Date _____

Describe incident: Include person(s) involved, time and place, frequency, the target of suspected bullying, and the names of any possible witnesses.

Intervention Measures:

Based on the interviews and facts presented, Bullying HAS/HAS NOT been verified. If it HAS, indicate category:

Physical Verbal Social/Relational Electronic/Written Communication

Recommendation:

Disciplinary Action taken, if any:

Detention and/or Essay Out of School Suspension

of days

Incident was referred to: Counselor, or: _____

Victim's family notified by: phone in-person or mail Date: _____

Offender's family notified by: phone in-person or mail Date: _____

Principal Signature: _____ Date: _____

GENERAL FUND COMPARISON REPORT:

As of October 31, 2013, the General Fund cash balance is \$1,957,155.

At the end of October, 2013, we have had a total expenditure of \$8,767,794 or 73% of the total 2013 appropriation which is \$12,034,150.

WESTERN BOONE COMMUNITY SCHOOL CORPORATION

1201 North State Road 75 • Thorntown, IN 46071-9229 • Phone (765) 482-6333 • Fax (765) 482-0890

MEMORANDUM

TO: Dr. Judi Hendrix, Superintendent
School Board Members

FROM: Terry Barnett, Director of Transportation

DATE: November 5, 2013

SUBJECT: Fuel Tanks for Transportation Department

I am in the process of asking for vendor quotes for fuel tank(s). It seems there may be advantages to having two smaller tanks as compared to one larger tank, this is being explored. There are savings when fuel is purchased by the tanker load which is 7500 gallons, this can only be accomplished by Western Boone owning tanks.

My plan is to bring this information to the board in December.

Respectfully submitted for your review,



Terry L. Barnett
Director of Transportation