

SCHOOL BOARD MINUTES
REGULAR SCHOOL BOARD MEETING
ADMINISTRATION OFFICE
October 12, 2015
7:00 P.M.

Call to Order: Board members in attendance: Mike Biesecker, Rick Davis, Phil Foster, Mike Martin & Shane Steimel
Absent: Debbie Smith & Bill Noland

Pledge of Allegiance
Prayer

I. MINUTES

It is recommended the Board approve the minutes of the September 14, 2015 Regular School Board Meeting.

Board Motion: So Moved

Motion: Mike Biesecker Second: Phil Foster (discussion) Vote: 5-0

II. SPECIAL PRESENTATIONS/RECOGNITIONS

- Introduced & Welcomed Melissa Smith, New Board Member for Harrison Township, January 2016
- Recognized the Girls Soccer Team for winning Sectional

III. REPORTS

- 1:1 Laptop Initiative: Teacher, Dustin Harrison
- Non-Resident Student enrollment numbers
- Average Daily Membership (ADM) numbers

IV. ACTION ITEMS

By individual motions, the Board approves/adopts the following items or actions.

1. PERSONNEL

- **Granville Wells Elementary:**
 - Tres Barker and Julie Lester, Math Bowl
 - Stefanie Ross, Yearbook
 - Kristi Schlesinger and Jaime Ramsey, Student Council
 - Brian Hole, volunteer girls 5th grade basketball coach
 - Trista Gubera, volunteer girls 5th grade assistant basketball coach
- **Thorntown Elementary**
 - Cindy Johnson, 5th grade teacher Resignation, effective October 16, 2015
 - Kirklyn Walker, 5th grade temporary teacher, effective October 19, 2015
 - Lora Thompson, Secretary Resignation, effective October 16, 2015
 - Cindy Johnson, Secretary, effective October 19, 2015
- **Western Boone**
 - Amanda Trent, co-sponsor of high school FCA
 - Trae Landfair, resignation, special education assistant

- Karen Taylor, special education assistant
- **Western Boone Athletics**
 - Michael Glunt, 7th boys basketball head coach
 - Tim Nicley, 8th boys basketball head coach
 - Scott Ailes, 6th boys basketball head coach
 - Jamie Brewer, 8th girls basketball head coach
 - John Mercer, 7th girls basketball head coach
 - Corrie Jones, JH coed swimming head coach
 - Ken McCoy, JH wrestling head coach
- **Western Boone Administration Office**
 - Lora Thompson, Administrative Assistant/Receptionist, effective October 19, 2015

Board Motion: So Moved

Motion: Mike Martin Second: Rick Davis (discussion) Vote: 5-0

2. BUSINESS

- **2015-2016 P.L. 191 Goals Statement:** It is recommended the Board approve the 2015-2016 P.L. Goals Statement as presented (copy attached).

Board Motion: So Moved

Motion: Phil Foster Second: Mike Martin (discussion) Vote: 5-0

- **2016 Corporation Budget:** The Business Manager entertained a motion to adopt the 2016 Corporation Budget.

Board Motion: So Moved

Motion: Mike Biesecker Second: Phil Foster (discussion) Vote: 5-0

- **2016-2018 Capital Projects Plan:** The Business Manager entertained a motion to adopt the 2016-2018 Capital Projects Plan.

Board Motion: So Moved

Motion: Mike Biesecker Second: Mike Martin (discussion) Vote: 5-0

- **2016-2027 School Bus Replacement Plan:** The Business Manager entertained a motion to adopt the 2016-2027 School Bus Replacement Plan.

Board Motion: So Moved

Motion: Phil Foster Second: Rick Davis (discussion) Vote: 5-0

- **Resolution to Adopt the 2016 Budget Form 4-Line 1 (attached):** The Business Manager recommended the Board approve the Resolution to grant the appropriate authority to Dr. Judi Hendrix, Superintendent, to lower appropriations for estimated 2016 fund expenditures, January 1 through December 31, 2016 on School Budget Form 4-Line 1 if needed.

Board Motion: So Moved

Motion: Mike Biesecker Second: Mike Martin (discussion) Vote: 5-0

- **Resolution to Adopt the 2016 Budget Form 4-Line 2 (attached):** The Business Manager recommended the Board approve the Resolution to grant the appropriate authority to Dr. Judi Hendrix, Superintendent, to lower appropriation balances where needed to more accurately reflect necessary expenditures, July 1 through December 2015 on School Budget Form 4-Line 2 if needed.

Board Motion: So Moved

Motion: Phil Foster Second: Rick Davis (discussion) Vote: 5-0

- **Out of State Field Trips:**
 - Ali Long, Jr. High Choir Director; Cincinnati, OH, Kings Island: April 22-23, 2016

Board Motion: So Moved

Motion: Mike Martin Second: Mike Biesecker (discussion) Vote: 5-0

- **Non-Resident Student Transfers:** Dr. Hendrix recommended the Board approve the following non-resident requests:
 - Michael Vintila, Western Boone grade 12
 - Natasha Vintila, Western Boone grade 10
 - Abigail Brunty, Granville Wells grade 3
 - Tyler Brunty, Western Boone grade 7

Board Motion: So Moved

Motion: Mike Biesecker Second: Phil Foster (discussion) Vote: 5-0

- **West Central Vocational Cooperative:** Dr. Hendrix recommended the Board approve the vocational coop contract effective July 1, 2015.

Board Motion: So Moved

Motion: Mike Biesecker Second: Mike Martin (discussion) Vote: 5-0

- **Skillman Contract:** Dr. Hendrix recommended the Board approve the needs assessment/estimating contract proposed by The Skillman Corporation.

Board Motion: So Moved

Motion: Mike Biesecker Second: Rick Davis (discussion) Vote: 5-0

- **Donations:** Dr. Hendrix recommended the Board approve the following donations:
 - Ransom Family Advised Fund, \$400 for swim video camera
 - Farm Bureau, \$400 for FFA

- Co-Alliance, Avon, Indiana; \$100 for FFA
- Anonymous donation for lifeskills, \$300.00
- Greg and Brenda Gillum family donation for lifeskills, \$50

Board Motion: So Moved

Motion: Mike Martin Second: Phil Foster (discussion) Vote: 5-0

V. CLAIMS

The Board President entertained a motion to approve the claims for the period of September 15, 2015 through October 12, 2015

Board Motion: So Moved

Motion: Phil Foster Second: Mike Biesecker (discussion) Vote: 5-0

VI. FINANCIAL REPORT

Comparison of appropriations spent through September 2015

VII. OTHER

Dr. Hendrix recommended the Board approve the hiring of the following personnel:

Tim Nicley – Granville Wells Boys 5th Grade Basketball

Kayla Hieston – Varsity Cheer Sponsor

Holly Bellamy – JV Cheer Sponsor

Holly Bellamy, Termination as JV Cheer Sponsor effective September 29th, 2015

Board Motion: So Moved

Motion: Mike Biesecker Second: Mike Martin (discussion) Vote: 5-0

VIII. ANNOUNCEMENTS

- Friday, October 16th – WeBo – Lebanon Football Game with Chick-Fil-A Sandwiches being sold which is sponsored by Home National Bank to benefit the Western Boone Education Foundation
- Hall of Fame Induction will be held during the WeBo – Lebanon Football Game
- National School Board Conference will be held April 9th -11th, 2016. Shane Steimel & Dr. Hendrix have been asked to present at this conference on Western Boone's 529 Education Program.
- Glenda Ritz will be visiting Granville Wells Elementary on October 23rd from 1:30 – 2:15

IX. ADJOURNMENT

The School Board President asked for a motion to adjourn.

Board Motion: So Moved

Motion: Phil Foster Second: Mike Biesecker (discussion) Vote: 5-0

NON-RESIDENT TRANSFER STUDENTS

2015-16

Granville Wells	28	60 - Lebanon
Thorntown	24	4 - N West Hendricks
Western Boone	<u>50</u>	10 - North Montgomery
	102	5 - Zionsville
		16 - South Montgomery
		2 - Crawfordsville
		1 - Clinton Prairie
		1 - Clinton Central
		3 - Frankfort

2014-15

Granville Wells	28	42 - Lebanon
Thorntown	15	9 - N West Hendricks
Western Boone	<u>42</u>	8 - North Montgomery
	85	7 - Zionsville
		9 - South Montgomery
		1 - Danville
		1 - North Putnam
		2 - Crawfordsville
		4 - Clinton Prairie
		1 - Clinton Central
		1 - Frankfort

2013-2014

Granville Wells	25	40 - Lebanon
Thorntown	8	10 - N West Hendricks
Western Boone	<u>39</u>	5 - N Montgomery
	72	7 - Zionsville
		6 - S Mont
		2 - Southeast Fountain

NON-RESIDENT TRANSFER STUDENTS

1 - Crawfordsville

1 - Danville

2012-13

Granville Wells	23
Thorntown	8
Western Boone	<u>36</u>
	67

33-Lebanon

11 -N West Hendricks

8 - N Montgomery

4 - Zionsville

3 - S Mont

3 - Center Grove

2 - Southeast Fountain

1 - Crawfordsville

1 - Rossville

2011-12

Granville Wells	19
Thorntown	5
Western Boone	<u>26</u>
	50

26-Lebanon

8 -N West Hendricks

9 - N Montgomery

1 - Zionsville

4 - S Mont

1 - Crawfordsville

1 - Sheridan

2010-11

Granville Wells	7
Thorntown	7
Western Boone	<u>21</u>
	35

21-Lebanon

3 -N West Hendricks

5 - N Montgomery

1 - Zionsville

1 - S Mont

1 - Ben Davis

1 - Clinton Central

NON-RESIDENT TRANSFER STUDENTS

1 - Clinton Prairie

2009 - 2010

Granville Wells	7
Thorntown	3
Western Boone	<u>15</u>
	25

14-Lebanon
1 -N West Hendricks
4 - N Montgomery
1 - Zionsville
3 - S Mont
1 - Clinton Central
1 - Frankfort

2008 - 2009

Granville Wells	3
Thorntown	2
Western Boone	<u>11</u>
	16

8 - Lebanon
4 - N Montgomery
1 - Zionsville
1 - Clinton Central
1 - Clinton Prairie
1 - Brownsburg

2007 - 2008

Granville Wells	6
Thorntown	2
Western Boone	<u>13</u>
	21

11 - Lebanon
1 - N West Hendricks
5 - N Montgomery
1 - Zionsville
1 - Clinton Central
1 - Clinton Prairie
1 - Brownsburg

WESTERN BOONE COUNTY COMMUNITY SCHOOL CORPORATION - ADM

	2015-2016	2014-2015	2013-2014	2012-13	2011-12	2010-11	2009-10	2008-09	2007-08	2006-07	2005-06	2004-05
Granville Wells Elementary												
PreK	32	34	28	38	36	30	44	56				
Kindergarten	48	47	62	68	67	65	67	71	67	65	72	65
First	52	63	70	68	71	61	78	65	72	67	68	74
Second	58	70	62	77	63	72	65	70	63	74	65	76
Third	68	68	74	80	78	68	69	64	75	72	70	86
Fourth	63	74	64	78	68	68	68	78	71	73	87	65
Fifth	73	56	78	66	64	69	77	67	73	88	68	82
Sixth	63	77	67	66	75	77	77	78	85	70	85	68
Special Ed	included	included	included	included	included	included	included	included	included	included	included	included
TOTAL	425	463	475	479	486	480	499	491	505	509	515	516
Thorntown Elementary												
PreK	21	20	19	20	20	20	36	38				
Kindergarten	62	52	70	58	52	55	58	56	39	56	53	55
First	53	74	61	60	50	53	67	53	55	53	61	74
Second	76	55	55	51	60	69	47	54	58	59	73	47
Third	58	54	46	70	66	46	57	58	61	74	46	64
Fourth	56	49	61	61	48	56	65	55	73	50	68	58
Fifth	49	60	65	53	60	60	58	78	48	70	59	65
Sixth	61	69	48	58	65	53	74	54	73	55	71	71
Special Ed	included	included	included	included	included	included	included	included				
TOTAL	415	413	404	409	401	392	424	408	406	417	431	434
Western Boone Jr./Sr. High												
Seventh	152	112	121	148	134	152	134	163	122	157	131	174
Eighth	114	127	145	131	152	134	170	135	161	135	167	166
Ninth	134	146	130	148	133	168	143	168	138	172	161	160
Tenth	145	131	154	134	169	135	170	138	171	159	157	144
Eleventh	133	150	138	165	129	159	136	173	159	157	138	148
Twelfth	144	127	159	124	153	131	160	157	154	129	136	140
Special Ed	included	included	included	included	included	included	included	included	included	included	included	included
1380												
Cash Transfers	included	included	included	included	included	included	included	included	included	included	included	included
TOTAL	822	793	845	850	870	879	913	934	906	909	890	932
CORPORATION TOTALS - does not include Preschool												
	1662	1659	1724	1738	1757	1751	1836	1833	1816	1835	1836	1882
ADM Count	1662	1609.5	1658	1677	1697.5	1691	1773.5	1769.5				

2015-2016 P.L. 191 Goals Statement

The Western Boone County Community School Corporation shall strive to increase the percentage for the student instructional expenditure accounting categories as compared to the other expenditure categories as described in I.C. 21-10-3-4 for the next fiscal year by identifying efficiencies in all expenditure categories.

Construction expenditures are unique from year to year and must be not considered when comparing annual expenditures from year to year. Due to construction/renovation from capital projects expenditures, the percentage for instructional categories may not be increased when compared to total expenditures of all funds.

Adopted this 12^h day of October, 2015

Shane Steimel, President

Attest: Mike Martin, Secretary

ORDINANCE OR RESOLUTION FOR APPROPRIATIONS AND TAX RATES

State Form 55865 (7-15)
 Approved by the State Board of Accounts, 2013
 Prescribed by the Department of Local Government Finance

Budget Form No. 4

Ordinance Number:

Be it ordained/resolved by the **Western Boone School Corporation** that for the expenses of **WESTERN BOONE COUNTY SCHOOL CORPORATION** for the year ending December 31, **2016** the sums herein specified are hereby appropriated and ordered set apart out of the several funds herein named and for the purposes herein specified, subject to the laws governing the same. Such sums herein appropriated shall be held to include all expenditures authorized to be made during the year, unless otherwise expressly stipulated and provided for by law. In addition, for the purposes of raising revenue to meet the necessary expenses of **WESTERN BOONE COUNTY SCHOOL CORPORATION**, the property tax levies and property tax rates as herein specified are included herein. Budget Form 4-B for all funds must be completed and submitted in the manner prescribed by the Department of Local Government Finance.

This ordinance/resolution shall be in full force and effect from and after its passage and approval by the **Western Boone School Corporation**.

Name of Adopting Entity / Fiscal Body	Type of Adopting Entity / Fiscal Body	Date of Adoption
Western Boone School Corporation	School Board	10/12/2015

DLGF-Reviewed Funds				
Fund Code	Fund Name	Adopted Budget	Adopted Tax Levy	Adopted Tax Rate
0061	RAINY DAY	\$250,000	\$0	0.0000
0101	GENERAL	\$11,603,650	\$0	0.0000
0180	DEBT SERVICE	\$3,318,209	\$2,965,735	0.5344
1214	CAPITAL PROJECTS (School)	\$1,533,741	\$1,414,696	0.2549
6301	TRANSPORTATION	\$1,583,250	\$1,323,813	0.2385
6302	BUS REPLACEMENT	\$420,000	\$418,078	0.0753
		\$18,708,850	\$6,122,322	1.1031

ORDINANCE OR RESOLUTION FOR APPROPRIATIONS AND TAX RATES

State Form 55865 (7-15)
 Approved by the State Board of Accounts, 2015
 Prescribed by the Department of Local Government Finance

Budget Form No. 4

Name		Signature
Michael Biesecker	Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	
Rick Davis	Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	
Phil Foster	Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	
Mike Martin	Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	
Bill Noland	Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	
Debbie Smith	Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	
Shane Steimel	Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	

ATTEST		
Name	Title	Signature
Mike Martin	Secretary	

RESOLUTION TO ADOPT THE 2016 CAPITAL PROJECTS PLAN

The Board of Trustees of Western Boone Community School Corporation, Boone County, Indiana, hereby adopts the following Resolution:

WHEREAS, a School Capital Projects Fund has been established; and

WHEREAS, the Board of Trustees is required under IC 20-46-6-5 to adopt a plan with respect to the Capital Projects Fund; and

WHEREAS, the Board of Trustees held a public hearing on the capital projects plan on the 14th day of September, 2015 at 7:00 PM, at the Administration Building, 1201 North State Road 75, Thorntown, Indiana.

THEREFORE, BE IT RESOLVED, by the Board of Trustees that the Capital Projects Plan for Western Boone Community School Corporation, for the years of 2016 thru 2018, is hereby incorporated by reference into this resolution, and is adopted as the Board of Trustee's plan with respect to the School Capital Projects Fund.

BE IT FURTHER RESOLVED, that the Board of Trustees shall submit a certified copy of this resolution and adopted plan, to the Department of Local Government Finance as required by IC 20-40-8-8 for approval.

Adopted this 12th day of October, 2015.

AYE

NAY

ATTEST:

Secretary of Board of Trustees

RESOLUTION TO ADOPT THE 2016 BUS REPLACEMENT PLAN

The Board of Trustees of Western Boone Community School Corporation, Boone County, Indiana, hereby adopts the following Resolution:

WHEREAS, a School Bus Replacement Plan has been established; and

WHEREAS, the Board of Trustees is required under IC 20-46-5 to adopt a plan with respect to a School Bus Replacement Plan; and

WHEREAS, the Board of Trustees held a public hearing on the plan on the 14th day of September, 2015 at 7:00 PM, at the Administration Building, 1201 North State Road 75, Thorntown, Indiana.

THEREFORE, BE IT RESOLVED, by the Board of Trustees that the plan entitled "School Bus Replacement Plan" for the years of 2016 through 2027, is hereby incorporated by reference into this resolution, and is adopted as the Board of Trustees' Plan with respect to the School Bus Replacement Plan.

BE IT FURTHER RESOLVED, that the Board of Trustees shall submit a certified copy of this resolution (including the adopted plan and the Calculation Worksheet) to the Department of Local Government Finance as required by IC 20-40-7 for approval.

Adopted this 12th day of October, 2015 .

AYE

NAY

WESTERN BOONE COUNTY COMMUNITY SCHOOL CORPORATION

2016 BUDGET RESOLUTION

WHEREAS, the Trustees of the Western Boone County Community School Corporation are required to advertise the 2016 Budgets six months prior to implementation.

AND WHEREAS, expenditure calculations used to prepare the budget and establish tax levies and rates for advertisement are projections of events that may take place over the next eighteen months,

AND WHEREAS, ADM, LET/FIT/CAGIT, Prime Time and Assessed Valuations are estimated at the time of advertising budget,

AND WHEREAS, the Trustees of the Western Boone Community School Corporation wish to impose the most appropriate tax rate on their patrons to insure appropriate levies to fund the school budget.

THEREFORE, BE IT RESOLVED that the Trustees grant the appropriate authority to Dr. Judi Hendrix, Superintendent to lower appropriations for estimated 2016 fund expenditures, January 1 through December 31, 2016 on School Budget Form 4 – Line 1.

Adopted this 12^h day of October, 2015

Shane Steimel, President
Board of School Trustees
Western Boone School Corporation

Attest:

Mike Martin, Secretary
Board of School Trustees
Western Boone School Corporation

Line#1 is reduced by
\$ _____
From Budget Class:

WESTERN BOONE COUNTY COMMUNITY SCHOOL CORPORATION

2016 BUDGET RESOLUTION

WHEREAS, the Trustees of the Western Boone County Community School Corporation are required to advertise the 2016 Budgets six months prior to implementation.

AND WHEREAS, expenditure calculations used to prepare the budget and establish tax levies and rates for advertisement are projections of events that may take place over the next eighteen months,

AND WHEREAS, the Trustees of the Western Boone County Community School Corporation wish to impose the most appropriate tax rate on their patrons to insure appropriate levies to fund the school budget.

THEREFORE, BE IT RESOLVED that the Trustees grant the appropriate authority to Dr. Judi Hendrix, Superintendent, to lower appropriation balances where needed to more accurately reflect necessary expenditures, July 1 through December, 2015 on School Budget Form 4 – Line 2.

Adopted this 12th day of October, 2015.

Shane Steimel, President
Board of School Trustees
Western Boone School Corporation

Attest:

Mike Martin, Secretary
Board of School Trustees
Western Boone School Corporation

<u>FUND</u>	<u>AMOUNT</u>
<u>General</u>	<u>\$</u>
<u>Debt</u>	<u>\$</u>
<u>Capital Projects</u>	<u>\$</u>
<u>Transportation</u>	<u>\$</u>
<u>Bus Replacement</u>	<u>\$</u>

WEST CENTRAL INDIANA CAREER AND TECHNICAL EDUCATION

One Athenian Drive, Crawfordsville, Indiana 47933

OFFICE: (765) 362-2340 FAX: (765) 364-3200 CELL: (317) 627-4218

PARTICIPATING CORPORATIONS

Crawfordsville Community School Corporation
North Montgomery Community School Corporation
South Montgomery Community Schools
Western Boone Community Schools

Amended Joint Services and Supply Fund (Cooperative) Agreement For Career and Technical Education Effective July 1, 2015

This contract signifies agreement on part of the governing bodies of the herein named public school corporations of the State of Indiana to modify the earlier West Central Career and Technical Education Cooperative Agreement in order to engage in the joint employment of personnel and joint purchases of supplies, equipment and facilities to provide programs and services for high school students in career and technical education.

The participating school corporations are:

Crawfordsville Community School Corporation (LEA)
North Montgomery Community School Corporation
South Montgomery Community Schools
Western Boone Community Schools

This contract signifies agreement on the part of the governing bodies of the participating public school corporations of the State of Indiana to engage in the joint employment of personnel and joint purchases of supplies, equipment, and facilities to provide programs and services for career and technical education.

WHEREAS, all or some of the participating school corporations are in possession of facilities and equipment used for career and technical education programs, and

WHEREAS, all or some of the participating school corporations are desirous for some of their students to participate in joint career and technical education programs begin offered by all or some of the participating school corporations subscribing to this contract.

NOW, THEREFORE, in consideration of the mutual promises and covenants hereinafter set forth, the parties jointly and severally agree as follows:

Definitions. Whenever used in this contract,

- (a) "School Corporation" shall mean any public school corporation established by and under the laws of the State of Indiana participating in this agreement.

- (b) "Executive Board" shall mean a board composed of the superintendent or designated representative from each school corporation participating in this agreement.
- (c) "Administrative and Fiscal Agent or LEA" shall mean the governing body of the school corporation designated by the Executive Board as the administrative and fiscal agent for the area programs.
- (d) "Career and Technical Education (Vocational Education)" shall mean any education the controlling purpose of which is to fit an individual for profitable employment and/or further education.
- (e) "School Year" shall mean the period of time from July 1 of each year through June 30 of the following year.
- (f) "Sending Corporation" shall mean a school corporation which has students enrolled in a career and technical education programs operated by another school corporation.
- (g) "Operating Corporation (or Host Corporation)" shall mean a school corporation which operates joint programs and permits students from other school corporations to enroll in said programs.
- (h) "Participating Corporation" shall mean a school corporation which is a party to this agreement.
- (i) "Joint Program" shall include any career and technical program operated by an individual school corporation and attended by students from two (2) or more school corporations.

Article I. Authority of the Agreement

This agreement is entered into pursuant to the provisions of IC 20-26-10 which authorizes two or more local school corporations to engage in joint programs for joint purchases and/or for the joint employment of personnel.

Article II. Scope of the Program

It shall be the primary purpose and intent of this joint service agreement to provide for the area administration and operation of joint programs in career and technical education in accordance with state regulations, Comprehensive Local Plan (federal) and policies established by the Executive Board. Current joint programs (programs serving student from two (2) or more school corporations), as of July 1, 2015 including the following:

Auto Technology
 Cosmetology
 Health Science Education
 Construction Technology HVAC
 Criminal Justice
 Radio/Television
 Advanced Manufacturing
 Early Childhood Education
 Fire and Rescue

Article III. Administrative Provisions

Part A. Administering School Corporation

The administering school corporation (local educational agency or LEA) for the West Central Administrative Budget and District 23 Comprehensive Local Plan shall be the Crawfordsville Community School Corporation. As administrative and fiscal agent for the joint service program, it shall maintain the Joint Service and Supply Fund for each funding source and receive and disburse in accordance with recommendations of the Executive Board and its Director.

Part B. Division

The West Central Career and Technical Education Cooperative shall be operated as one Division. The programs operated as joint area programs shall be operated in accordance with the recommendations and policies set out by the Executive Board.

Part C. Executive Board

The Executive Board shall be composed of the superintendent (or designee) from each of the four (4) corporations that comprise the West Central Career and Technical Education Cooperative. The basic functions of the Executive Board shall include: hiring, evaluation, financial oversight and final budget approval, dismissal of administrative office staff members employed under the joint agreement, approval of the administrative, joint programs and Comprehensive Local Plan (federal) budgets, review the need for expanding, modernizing or eliminating career and technical education programs, and, adoption of other policies and provisions necessary for the operation of career and technical education programs and services through the cooperative.

One (1) member of the Executive Board shall be appointed as President whose primary responsibilities are to: work closely with the Director and LEA Superintendent as needed; conduct/facilitate meetings of the Executive Board; represent Executive Board or appoint other representatives as needed for special committees; coordinate the annual evaluation of the Director; and, serve on the budget and/or other special committees which may be needed to carry out the intent of this agreement.

The Executive Board shall meet regularly at a location determined by the members. Each participating school corporation shall have one vote in matters pertaining to the Executive Board. A quorum of three (3) members of the Executive Board members (or their designee) must be present to conduct official business. In conducting business of the Executive Board, a binding vote will be the majority vote of the members (or their designee) in attendance and voting. Regarding annual budgets three (3) out of the four (4) school corporations must approve.

Part D. Staff Personnel

The matter of recruitment, screening and possible dismissal of West Central office staff members employed under the joint agreement shall be the initial responsibility of the Executive Board to the LEA. These staff members are listed below:

Director of Career and Technical Education – Part-Time Position
Administrative Assistance - .67 FTE Position

Part E. Director of Program

The director is responsible to the Executive Board. This person shall report to this governing board on a regularly scheduled basis. The director shall have the authority of an assistant superintendent in all matters pertaining to career and technical education. The director shall be compensated and shall abide by the personnel policies and procedures adopted by the Crawfordsville Community School Corporation.

The Director shall perform all duties as set forth in a job description provided by the Executive Board.

Part F. Administrative Assistant

The administrative assistant shall:

1. Perform clerical duties as needed within the West Central Office, working cooperatively with Crawfordsville High School staff. (Position is split 67% West Central 33% Crawfordsville High School).
2. Maintain Indiana Student Reporting Records for West Central Cooperative students.
3. Attend necessary training and other meetings as requested by the director.
4. Perform other administrative and/or clerical duties as assigned by director.

Article IV. Student Eligibility

- a. West Central Indiana Career and technical Education programs are available to all students meeting enrollment criteria, regardless of sex, race, creed, religion or national origin.
- b. A student shall be determined by the principal (or designee) to be eligible for a joint career/technical program that: 1) pre-requisites, if any, have been met; 2) high school plan, requirements and schedule permits such enrollment; 3) designated student fees have been paid; 4) appropriate transportation is provided or available to the student; and, 5) space is available.
- c. Students from sending school corporations may attend the career and technical education programs of an operating corporation according to the program requirements and shall spend any remainder of their daily educational program in their own sending school corporation. Under certain circumstances, sending school students may enroll in academic classes offered by the school operating that student's career and technical education program.
- d. Each student of a sending corporation attending the operating corporation's career or technical programs shall be considered as a full-time student of the sending school corporation for any and all purposes. Such students, however, shall be subject to the rules and regulations of the operating corporation and/or the West Central Career and Technical Educational Cooperative while in attendance at a career or technical education program.
- e. It shall be the responsibility of each sending school corporation to select those students who are to attend the operating corporation's career and technical education programs.

- f. Acceptance of students from other school corporations. After all member school corporations have been given an opportunity to enroll students in a given program, the operating school corporation for a program may enroll students from other school corporations to fill any remaining slots provided that conditions 1-4 are met:
1. The student must be enrolled at a school corporation that is a member of another Career and Technical Education Area District as assigned by the State of Indiana.
 2. Prior to enrollment, the appropriate Director and/or Governing Board President as well as the student's home school corporation must approve of the special arrangement.
 3. Students from other corporations enrolled on official DOE count day shall be billed an annual tuition rate calculated as follows: Total budgeted program cost per student as approved by the Executive Board plus \$1000 for administration and overhead. Tuition for these students will be billed by October 15th of each school year. Revenue received from other corporations for these students will be deducted from the appropriate program budgets and reflected in the final program billing for a given school year.
 4. Once accepted for enrollment, students will be subject to the same rules, regulations, calendar, and other requirements established by the "host" school corporation for our own students.

Article V. Transportation

It shall be the responsibility of the sending school corporation to determine local policies regarding student transportation to and from joint career and technical education programs.

Article VI. Financial Provisions

Part A. Equal Shares of Administrative Budget

Personnel costs, benefits, office supplies, contractual services, communications, travel, equipment, etc. for the Administrative Office will be purchased through the Joint Service and Supply Account.

Each participating school corporation will be obligated to pay ¼ of the joint services and supply fund (administrative budget). The net cost to each school corporation shall be determined in the following manner:

Amount of Approved Administrative Budget Appropriation
 Less: Administrative Deductions from Applicable Grants
 Plus: Supplemental Administrative Cost by LEA
 Plus: Over expenditure of Administrative or Federal Budget
 Equals: Net Total Cost of Administration Divided by four (4)
 Equals: Costs per School Corporation (billed by LEA)

Part B. Joint Program (administered by Host School Corporation)

For joint programs, all costs of programs (with budgets approved by Executive Board) shall be billed to sending school corporations depending upon total program enrollment. Amounts payable by the individual corporations shall be calculated as follows:

Total Program Cost
Divided by Number of Students
Equals Cost per Student
Host Corporation bills Sending Corporation (Cost per student X enrollment)

Program Billing

It is the responsibility of the school corporation hosting a career and technical education program to bill the schools participating in the program in a timely manner. Schools hosting a program must bill the participating schools no later than November 1 following the school year of service. For example, if the program operates in the 2014-15 school year, the host school cooperation must send a final bill, postmarked by November 1, 2015. If a host school corporation fails to bill another school corporation by the November 1 deadline, participating schools will not be required to pay the host school corporation for that school year. By not billing by the deadline, the host school corporation is agreeing to provide free career and technical education services for the participating schools for that year.

Part C. Contracted Program (Cosmetology)

As approved through Executive Board action, Director will negotiate an agreement and costs on an annual basis and present recommendations to the board. Superintendents (or designee) from school corporations sending students to the cosmetology program shall approve payment amounts on an annual basis.

Article VII. Duration of Agreement

This agreement shall become effective when signed by each participating school corporation superintendent (or designee) and shall replace all previous agreements for West Central Career and Technical Education cooperative. This agreement shall remain in effect until such time as it is revoked by each respective school corporation. Revocation of the agreement by any given school corporation does not make the agreement any less binding on the remaining participating school corporations.

Withdrawal from the agreement by any participating school corporation may be done following the close of a given school year provided that notification of withdrawal has been given to the administering corporation by April 1 of the year prior to the withdrawal. (This in effect makes a fifteen month notice of withdrawal.) Requests to withdraw from the agreement must be submitted to each participating board by January 1 prior to the April 1 deadline of notification of withdrawal.

Article VIII. New Members

Any school corporation wishing to become a member of the West Central Career and Technical Education cooperative may do so by filing an application with the Executive Board by January 1 proceeding the school year when the membership will take effect. Upon receipt of the application, the Executive Board shall vote to determine whether to accept the applicant school corporation. Such corporation shall be admitted to the West Central Career and Technical Education Cooperative only after three (3) out of Four (4) affirmative votes of the Executive Board.

Article IX. Amendments to Agreement

Amendments to the agreement, except with regard to its duration, may be made at any time when written and subscribed to by each participating school corporation.

Article X. Execution of Agreement

This agreement is executed for and on behalf of the Board of School Trustees of each participating school corporation by its respective superintendent (or designee), each of whom has been authorized by their respective boards.

<u>School Corporation</u>	<u>Superintendent</u>	<u>Date</u>
Crawfordsville Community School Corp.(LEA)	_____ Scott Bowling	_____
North Montgomery Community School Corp.	_____ Colleen Moran	_____
South Montgomery Community Schools	_____ Shawn Greiner	_____
Western Boone Community Schools	_____ Judy Hendrix	_____



The SKILLMAN Corporation
Project Administration
Construction Management

October 7, 2015

Dr. Judith Hendrix, Superintendent
Western Boone County Community School Corporation
1201 North State Road 75
Thorntown, IN 46071

Re: Professional Services Proposal

Dear Dr. Hendrix:

I first want to express my appreciation for considering The Skillman Corporation for your facility planning needs. We really value the relationship that began in 2006 with the planning of your last facility improvement projects. On a personal note, I am excited to now call "WEBO" my home and appreciate the educational and extra-curricular opportunities that all three of my sons enjoy here. It is a rare privilege to work in one's own community and I feel a great sense of pride and responsibility to strive for the best possible results for Western Boone County Community School Corporation.

The following is a brief summary of the three phases of professional services we propose to assist the school corporation in the determination of your current and future facility needs and in the preliminary planning effort to implement potential facility improvements.

1. Facility Needs Assessment

- Assess conditions of the three existing school buildings and grounds
- Conduct facility tours and interview key staff
- Review existing drawings and documentation of existing facilities
- Identify current and potential facility needs over next 0-13 years
- Propose opportunities for energy efficiency and savings
- Facilitate and recommend priority of needs

2. Facility Needs List

- Develop itemized list of needs
- Identify appropriate improvements, repairs, or replacement for each item
- Develop diagrammatic drawings and documentation to clearly describe improvements
- Develop detailed cost estimates for each item
- Propose project scenarios including estimated project soft costs

3. Project Determination and Approvals

- Assist administration and school board in the prioritization of needs
- Work with school's financial and legal consultants in planning for potential project(s)
- Develop preliminary cash flow projections
- Recommend potential project scope, schedule, strategies, and phasing
- Assist with facility discussions at Work Sessions and Meetings of the Board of Trustees

Proposal Letter
Dr. Judi Hendrix
October 7, 2015
Page 2

- Assist with public presentations as needed
- Assist superintendent, financial, and legal consultants with preparation and presentation at a 1028 Preliminary Determination Hearing

For your information, we utilized a similar process preceding your last projects and for many of our other educational clients with great success. We have a distinct advantage because of our prior knowledge of your facilities, which will help us proceed quickly to a point where the Board can have valuable information to determine whether to precede with any facility improvements.

Selecting the right professional partners to assist you in these critical first steps of project planning is an important investment. We estimate the time and resources required for us to properly provide these professional services is \$5,000.00. However, we understand your financial resources are limited and in appreciation that Western Boone Schools is a repeat client, we agree to waive these fees in return for a commitment from you to consider The Skillman Corporation for construction management services for projects resulting from this planning effort. In the event that you are not happy with the services provided to date or if the size/type of projects does not warrant our services, there is no obligation for our selection or payment of these services.

In conclusion, selecting the right priorities and utilizing accurate costs is critical to any construction project planning. The Skillman Corporation has completed over 500 educational construction projects since our inception 43 years ago and we are confident we can assist you in making smart and prudent decisions about your financial investment in facilities. We look forward to another chance to make a difference at Western Boone County Community School Corporation.

Sincerely Yours,
THE SKILLMAN CORPORATION



Victor D. Landfair, AIA, LEED AP
Vice-President

Please sign and date on the below lines for acceptance of this proposal as outlined above.

Dr. Judith Hendrix, Superintendent

Date

GENERAL FUND COMPARISON REPORT:

As of September 30, 2015, the General Fund cash balance was \$1,735,360.

The total General Fund expenditures were \$7,835,530 or 65% of the 2015 appropriation at the end of the third quarter for 2015.