

BOARD MINUTES

Regular Meeting of the Board

March 12, 2012

7:00 P.M.

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

PLEDGE OF ALLEGIANCE

PRAYER

MINUTES OF THE February 13, 2012 MEETINGS

The Chair will entertain a motion to approve the minutes of the February 13, 2012 Regular Board Meeting.

Board motion: So Moved

Motion: Bruce Guernsey Second: Bill Noland (discussion) Vote: 7-0

REPORTS

- Power Point of Evaluation Plan – Judi Hendrix

SUMMER SCHOOL

I recommend the Board approve the following courses for the 2012 summer school session at Western Boone High School as presented.

- Language Arts – Jody Burks, teacher
- Supervised Agriculture Experience (SAE) – teacher to be announced

Board motion: So Moved

Motion: Bruce Guernsey Second: Debbie Smith (discussion) Vote: 7-0

2013-2014 SCHOOL CALENDAR

I recommend the Board approve the 2013-14 School Calendar as submitted. (Copy attached)

Board motion: So Moved

Motion: Bill Noland Second: Mike Biesecker (discussion) Vote: 7-0

NON-RESIDENT TRANSFER STUDENT

I recommend the Board approve the request for non-resident transfer of Austin McCloskey – grade 11, Kaleb McCloskey – grade 9, Madison McCloskey – grade 7, and Haley Risser – grade 11 to Western Boone High School beginning 2012-13 school year. Parents/Guardian will be responsible for transportation and Book Fees must be paid in a timely manner.

Board motion: So Moved

Motion: Debbie Smith Second: Phil Foster (discussion) Vote: 7-0

SCHOOL BOARD POLICY:

I recommend the Board approve the following Board Policies:

- BP-6290 AIDS PREVENTION PROGRAM - obsolete policy, covered under BP-3140, covered in Emergency Management Guide, and covered using student IEP, 504 Plan, & OHI

Board motion: So Moved

Motion: Bill Noland Second: Mike Biesecker (discussion) Vote: 7-0

2012 BUS PURCHASES:

I recommend the Board approve the purchase of 2 new 78-passenger buses and 1 new special needs bus with a wheel chair lift through CIESC Cooperative purchasing for @ \$310,000. The two passenger buses will be utilized on routes 6 & 11 which are currently contracted routes; however, the corporation will be running the routes starting with the 2012-2013 school year.

Board motion: So Moved

Motion: Mike Biesecker Second: Debbie Smith (discussion) Vote: 7-0

2012 BUS INSPECTION HOURS:

I recommend the Board approve the extra 104 hours of overtime for John Green and to hire Wayne Green for 104 hours to prepare for the upcoming school bus inspection as needed and not to exceed these hours.

Board motion: So Moved

Motion: Debbie Smith Second: Bill Noland (discussion) Vote: 7-0

JUNE BOARD MEETING:

I recommend the Board move the June Regular Board Meeting to Monday, June 18, 2012.

Board motion: So Moved

Motion: Debbie Smith Second: Shane Steimel (discussion) Vote: 7-0

EXTENDED FIELD TRIPS

I recommend the Board approve the following extended field trips as presented.

WeBo Dance Team – Jim Kochert, 3/9/12 – 3/10/12 to New Castle High School
6th Grade Gifted/Talented Wells & Thorntown – Julie Lester, 5/15/12 to Chicago, Illinois
Technology Department – Harmony Conference, April 12 & 13 to French Lick

Board motion: So Moved

Motion: Debbie Smith Second: Bill Noland (discussion) Vote: 7-0

PERSONNEL

Retirement:

Reynaldo (Joe) Orosco, Granville Wells Custodian – effective at the end of the 2011-12 school year

Vivian Childress, Western Boone PT-Custodian – effective at the end of March, 2012

Resignation:

Ashley VanBriggle, Western Boone English – long term sub for Autumn Andress FMLA – effective 3/13/12

Employment – All positions are pending clear background checks.

WeBo:

Cassandra Long – Western Boone English – long term sub for Autumn Andress FMLA – effective 3/14/12

WeBo Athletics:

Dave Sloan – WeBo JV Baseball Coach
Jacob Richardson – Assistant Baseball Coach (1/2 stipend)
Jay Purdy – Assistant Baseball Coach (1/2 stipend)
Kevin Prickett – Volunteer Jr. High Baseball Coach
Jerrell Cunningham – Volunteer Jr. High Baseball Coach
Keith Lively – Jr. High Assistant Swim Coach
Martha Smith – Volunteer Jr. High Assistant Swim Coach
John Brunty – Volunteer Asst Varsity Baseball Coach
Clinton Koch – Volunteer Varsity Asst Tennis Coach

Board motion: So Moved

Motion: Shane Steimel Second: Bruce Guernsey (discussion) Vote: 7-0

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: Bruce Guernsey Second: Mike Biesecker (discussion) Vote: 7-0

COMPARISON REPORT

INFORMATION:

- 2012 Spring Regional Meeting – Thursday, March 29th at the Trails in Lafayette – leaving at 5:30 pm

DOCUMENT SIGNING

ADJOURNMENT

Board motion: So Moved

Motion: Bruce Guernsey Second: Phil Foster (discussion) Vote: 7-0

In the spring of 2011, Indiana legislature passed new law relating to the evaluation of all certified teaching staff and administrators. Legislators believe this will put Indiana at the forefront of a nationwide push to elevate the teaching profession by giving educators regular, meaningful feedback on their job performance.

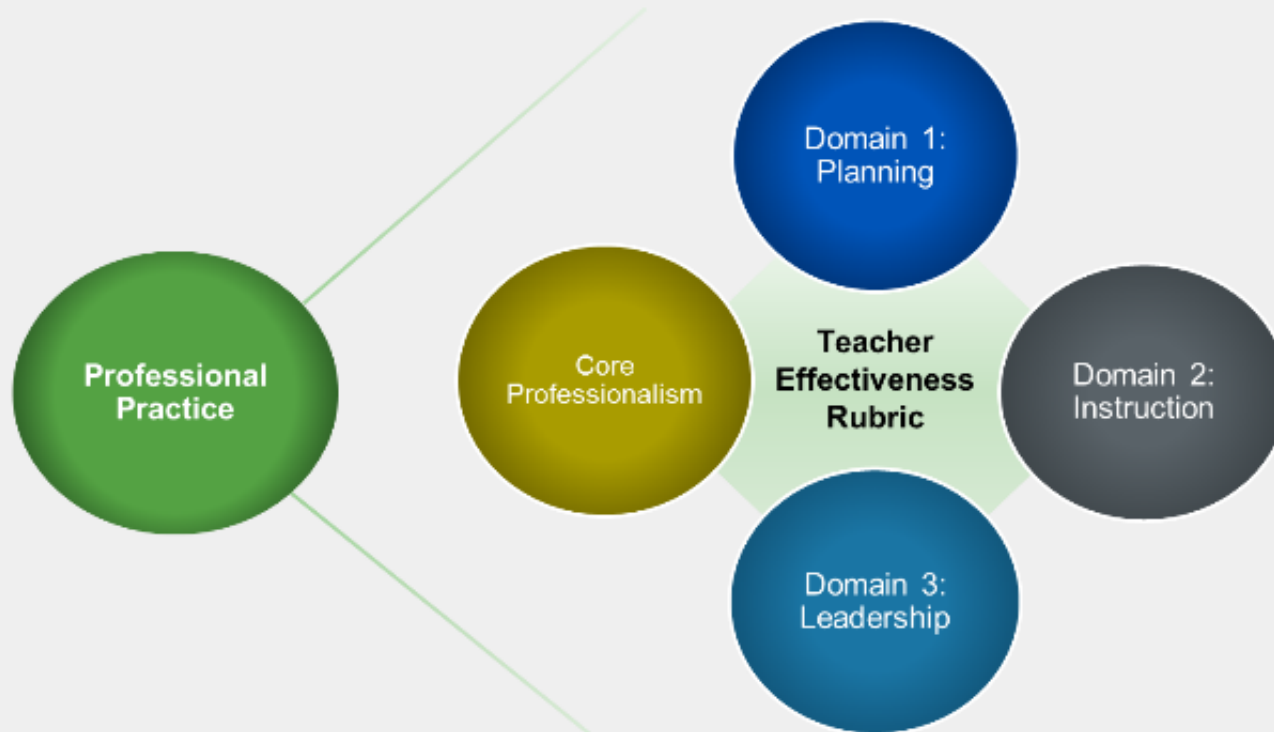
Legislation Requires all School Corporations to Submit Evaluation Plans

- EVERY teacher must receive an annual evaluation
- Evaluations must use student growth and achievement data as a significant portion of their evaluation
- Evaluations must categorize all certified staff into 1 of 4 categories (Highly Effective, Effective, Improvement Necessary or Ineffective)

What Have We Done?

- Administration began studying the State's model last spring
- Formed an Evaluation Committee last fall
- Submitted Performance Pay Grant last December
- Began working with IU's CELL group to further develop our plan
- Presented WB Modified RISE to staff for a 100% buy-in vote

Western Boone Modified RISE Evaluation Plan



Domain 1: Planning

- Utilize Assessment Data to Plan
- Set Ambitious and Measurable Achievement Goals
- Develop Standards-Based Unit Plans and Assessments
- Create Objective-Driven Lesson Plans and Assessments
- Track Student Data and Analyze Progress

Domain 2: Instruction

- Develop Student Understanding and Mastery of Lesson Objectives
- Demonstrate and Clearly Communicate Content Knowledge to Students
- Engage Students in Academic Content
- Check for Understanding
- Modify Instruction as Needed
- Develop Higher Level of Understanding Through Rigorous Instruction and Work
- Maximize Instructional Time
- Create Classroom Culture of Respect and Collaboration
- Set High Expectations for Academic Success

Domain 3: Leadership

- Contribute to School Culture
- Collaborate with Peers
- Seek Professional Skills and Knowledge
- Advocate for Student Success
- Engage Families in Student Learning

Domain 4: Core Professionalism

- Attendance
 - On-Time Arrival
 - Policies and Procedures
 - Respect
-
- *Professionalism rating has a 0 or -1 effect on the evaluation score*

Established, Highly Effective or Effective from Previous Year

- Goal conference – August/September using RISE Rubric
- Walkthroughs: Use electronic observation form
 - 1 Fall/1 Spring
 - No pre-conference
 - At least 10 min. in length
 - Post-Conference will include return of form electronically within 2 days and discussion if noted by primary evaluator
- Mid-Year Extended Observation – Mid-year Check In Form
 - Completed by Feb. 1st
 - No pre-conference
 - 30 min. in length
 - Post-Conference with primary evaluator within 5 days

Est./Highly Effective/Effective Cont.

- Final Evaluation: Completed in May using RISE Rubric
- Meet with teachers individually with rubric and compiled documentation
- Teachers who are rated as Improvement Necessary or Ineffective will start a Professional Development Plan

Probationary, Improvement Necessary or Ineffective from previous year

- Goal Conference: August/September
RISE Rubric
- Walkthroughs: Use electronic observation form
 - 3 Fall Semester & 2 Spring Semester
 - No pre-conference
 - At least 10 min. in length
 - Post conference will include return of form electronically & discussion with primary evaluator within 2 days

Probationary, Improvement Necessary, or Ineffective Cont.

- Mid-Year Extended Observation –
Use Mid-year Check In Form
- Completed by Feb. 1st
- No pre-conference
- 30 min. in length
- Post conference with primary evaluator within 5 days

Probationary, Improvement Necessary, or Ineffective Cont.

- Final Evaluation: Completed in May using RISE Rubric
- Meet with teachers individually with rubric and compiled documentation
- Teachers who are rated as Improvement Necessary or Ineffective will start a Professional Development Plan Form

Established Weights for Domain Rating for the Teacher Evaluation Rubric (TER)

	Weight
Domain 1: Planning	15%
Domain 2: Instruction	75%
Domain 3: Leadership	10%

Example:

	Rating 1-4	Weight	Weighted Rating
Domain 1: Planning	3	.15	.45
Domain 2: Instruction	3	.75	2.25
Domain 3: Leadership	4	.10	.40
Domain 4: Core Professionalism	Outcome 1: Meets Standards		0
	Outcome 2: Doesn't Meet Standards		-1
	TER Score		Outcome 1 = 3.10 Outcome 2 = 2.10

Summative Teacher Evaluation

● Components

- Teacher Effectiveness Rubric (TER)
- School-Wide Learning Measures (SWL)
- Student Learning Objectives (SLO)
- Individual Growth Model (IGM)

School-Wide Learning Measures (SWL)

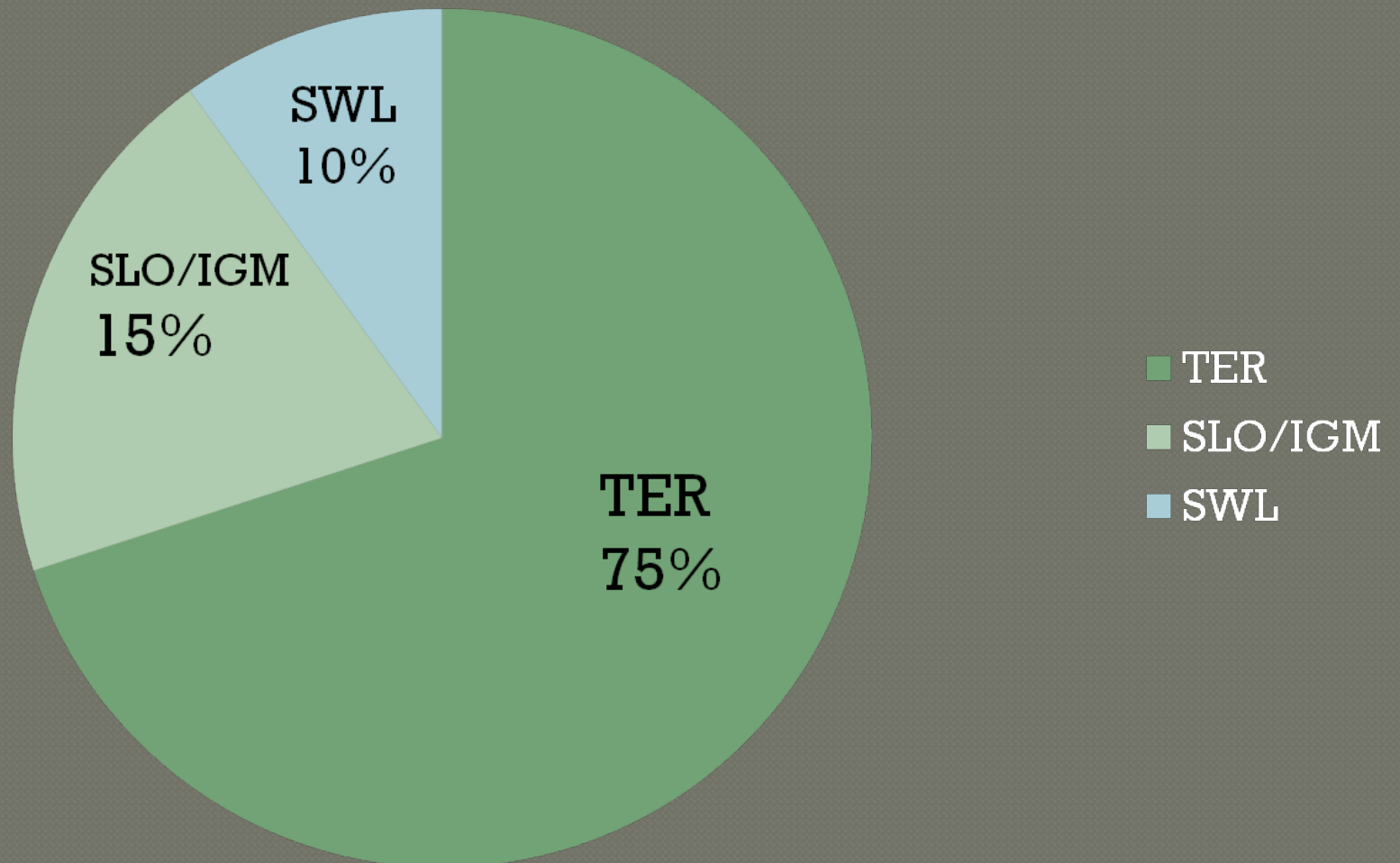
Teachers will have a component of their evaluation score tied to school-wide student learning by aligning with Indiana's new A – F accountability model.

Student Learning Objectives (SLO)

A Student Learning Objective is a long-term academic goal that teachers and evaluators set for groups of students. It must be:

- Specific and measureable
- Based on available prior student learning data
- Aligned to state standards when available
- Based on growth and achievement whenever possible

All Western Boone Teachers



Final Score

- All components have a raw score 1-4
- That raw score is multiplied by the weight to get a weighted score
- The weighted scores are added together for a final score
- Example:
 - TER = 3: $3 (.75) = 2.25$
 - SLO/IGM=2: $2 (.15) = .30$
 - SWL = 4: $4 (.10) = .40$
 - TOTAL: $= 2.95$
 - EFFECTIVE

Rating (4 Categories)

Ineffective	Improvement Necessary	Effective		Highly Effective
1.0 Points	1.75 Points	2.5 Points	3.5 Points	4.0 Points

Note: Borderline points always round up.

WHAT'S LEFT TO DO?

- All administrators who will be evaluating teachers must complete 5 days of training
- Student Learning Objectives must be developed for each class that is not an ISTEP grade.
- Final plan must be submitted to IDOE by July 1, 2012

WESTERN BOONE COMMUNITY SCHOOL CORPORATION
2013-2014 School Calendar

ATTACHMENT
DRAFT -OPTION B

Board Approved: 3-12-12

Monday	Tuesday	Wednesday	Thursday	Friday	Explanatory Notes
AUGUST 2013					
			1	2	T- Teacher 1st Day/Orientation
5	6	7	8	9	S= Student 1st Day
12	13	14-T	15-S	16	
19	20	21	22	23	
26	26	28	29	30	
SEPTEMBER 2013					
2-LD	3	4	5	6	LD= Labor Day (NO SCHOOL)
9	10	11	12	13	MT=Mid Terms Go Out (days)
16	17	18	19	20	
23	24	25	26	27	
30					
OCTOBER 2013					
	1	2	3	4	E=End of 9 weeks (46 days)
7	8	9	10	11	FB=Fall Break (NO SCHOOL)
14	15	16	17	18-E	
21	22	23	24	25-FB	
28-FB	29	30	31		
NOVEMBER 2013					
				1	MT=Mid Terms Go Out (days)
4	5	6	7	8	TB= Thanksgiving Break (NO SCHOOL)
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28-TB	29-TB	
DECEMBER 2013					
2	3	4	5	6	E= End of 2nd 9 weeks (40 days)
9	10	11	12	13	SM= End of 1st Semester (86 days)
16	17	18	19-E,SM	20-T	T=Teachers Record Day
23-CB	24-CB	25-CB	26-CB	27-CB	CB= Christmas Break (NO SCHOOL)
30-CB	31-CB				
JANUARY 2014					
		1-CB	2-CB	3-CB	S= Students Return
6-S	7	8	9	10	MLK - Martin Luther King Day (No School)
13	14	15	16	17	SMD- Snow Make Up Day if 2 or more days out prior
20-MLK/SMD	21	22	23	24	
27	28	29	30	31	
FEBRUARY 2014					
3	4	5	6	7	MT=Mid Terms Go Out (days)
10	11	12	13	14	PD- President's Day (No School)
17-PD/SMD	18	19	20	21	SMD- Snow Make Up Day if 2 or more days out prior
24	25	26	27	28	
MARCH 2013					
3	4	5	6	7	SB=Spring Break (NO SCHOOL)
10	11	12	13	14-E	E= End of 3rd 9 weeks (48 days)
17	18	19	20	21	
24	25	26	27	28	
31-SB					
APRIL 2014					
	1-SB	2-SB	3-SB	4-SB	MT=Mid Terms Go Out (days)
7	8	9	10	11	SB=Spring Break (NO SCHOOL)
14	15	16	17	18	
21	22	23	24	25	
28	29	30			
MAY 2014					
			1	2	MD= Memorial Day
5	6	7	8	9	E= End of 4th 9 weeks (46 days)
12	13	14	15	16	SM= End of 2nd Semester (94 days)
19	20	21	22	23	T-Teacher Record Day -1/2 day *move to end of SMD if needed
26-MD	27-E,SM	28-T*/SMD	29-SMD	30-SMD	SMD- Snow Make Up Day if needed
JUNE 2014					
2	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30					

Obselete - covered in BP 3140

Training for Communicable

Diseases (Blood Born Pathogens)

- covered in Emergency Mgmt

Guide (Universal precautions)

- covered using Student IEP, 504, OHI

AIDS PREVENTION PROGRAM**BP - 6290****Introduction**

Acquired Immunodeficiency Syndrome (AIDS) has become one of the nation's most serious health problems. It is appropriate that the Western Boone Community School Corporation take measures to safeguard to the greatest extent possible the health of its students, staff, and community from the threat posed by AIDS, to help prevent the spread of AIDS, as well as to meet the educational needs and protect the interests of individuals who have AIDS. These actions include incorporating instruction about AIDS into the educational program, providing an environment within the school facilities that minimizes the possibility of spreading the virus, and taking appropriate special measures to facilitate the continuity of education for individuals who have AIDS. The following policies, procedures, and programs have been developed and implemented with that in mind.

Policy on Attendance of Students With AIDS/ARC

1. The Boone County Health Official shall make the determination of whether or not a student with Acquired Immunodeficiency Syndrome (AIDS) or AIDS-Related Complex (ARC) will be permitted to attend school. Any limitation on an AIDS/ARC student's participation or involvement in school programs or activities, shall be only as prescribed by the chief Boone County Health Official and input from the family doctor.
2. The school nurse shall function as the liaison with the student's physician, family Boone County Health Official and other school personnel for the purposes of coordinating any special measures relative to the student which are necessary or prescribed by the Boone County Health Official.
3. The school nurse shall monitor the on-going physical condition and behavior of an AIDS/ARC student. If at any time the school nurse determines that a change in the physical condition or behavior of an AIDS/ARC student could create the danger of infection to others, the nurse shall report this fact to the building principal and the principal shall send the student home with a note to the parent describing the nature of the student's condition. The Boone County Health Official after consultation with family physician and parents or guardian shall then determine whether and when the student shall be readmitted to school.
4. If the superintendent objects to any determination made by the Boone County Health Official, an appeal will be made to the State Board of Health under the provisions of Indiana Code 20-8.1-7-8.
5. The school nurse shall give any necessary or appropriate special instructions to the teachers of an AIDS/ARC student.
6. The School Corporation will respect the right of privacy of a student with AIDS/ARC. The knowledge that a student has AIDS/ARC will be confined to those persons with direct need to know of the condition. This includes the superintendent, building principal, nurse, and the student's teacher or teachers. Other school personnel who come in contact with the AIDS/ARC student may be informed of the student's identity if it is deemed necessary by the superintendent.

7. The special education referral and placement procedure may be utilized to provide a special program for an AIDS/ARC student if such a program is deemed necessary by the parents, school officials, or the chief Boone County Health Official.
8. An AIDS/ARC student may be removed from school for that student's own protection when cases of other communicable diseases such as measles or chicken pox are occurring in the school population. This decision shall be made by the student's physician and parent in consultation with the school nurse and building principal.

Policy on Employment of Individuals With AIDS/ARC

1. Any employee or prospective employee who has AIDS/ARC shall inform the superintendent immediately upon learning this fact and the Superintendent shall notify the Boone County Health Department for an evaluation.
2. An individual will not be released, restricted, put on leave, or denied employment based solely on the fact that the individual has AIDS/ARC. Any action relative to such an individual's employment status shall be based on an evaluation of the individual's particular condition and situation by the chief Boone County Health Official.
3. The superintendent shall request that the Boone County Health Official evaluate the particular condition and situation of an employee or prospective employee who has AIDS/ARC to determine whether or not the individual can function in the School Corporation without presenting a risk of infection to others. The superintendent shall consider the recommendation of the chief Boone County Health Official in any action taken relative to the employment status of such an individual.

Safety Manual

Guidelines for Handling Body Spills
for the
Prevention of the Transmission of AIDS

Instructional Personnel

The AIDS virus does not survive easily outside the human body, and is not transmitted through air, food, or water. People can only contact the virus by having certain body fluids (blood and semen) that are contaminated with the virus come into contact with their own bloodstreams.

However, to provide an extra measure of protection, all staff members should follow the procedures given on this sheet in the event of any body spill by students or others. Each instructional area of each school has been equipped with a packet of materials to be utilized by staff members when implementing these procedures. Each packet includes the following:

- | | |
|----------------------|---------------------------|
| 1. Disposable gloves | 3. Plastic disposal bags |
| 2. Paper towels | 4. A container of alcohol |

In the event of a body spill:

1. Send immediately for the custodian for clean-up.
2. Keep all students away from any furniture or area that has been soiled with blood or other body fluids until the custodian has completed the cleaning of the area.
3. Wear gloves when in contact with blood or other body fluids. To protect yourself, consider every student's body fluids as potentially infectious; a good rule of thumb is "If it's wet, wear gloves."
4. Take measures to insure that any clothing or objects soiled with an individual's blood or other body fluids do not continue to come in contact with other individuals.
5. If an individual's blood or other body fluids come in contact with your skin, or that of other individuals, clean the skin immediately with alcohol or, if the situation allows, scrub the area with soap and water and then wash with alcohol.
6. Place all materials used in clean-up in plastic bags and close tightly.
7. When an accident involves or causes a spill of body fluids, whether on the playground, in physical education class, or in a regular classroom, an adult should where practical accompany the student to the health room.
8. When all other procedures have been completed, remove gloves, place in plastic bag and seal tightly. Place contaminated materials in designated disposal areas. Then wash your hands using the following procedures:
 - (1) Wet both hands. Using a generous amount of soap, work up a lather. This will help lift the bacteria from the skin.
 - (2) Wash for a minimum of 10 seconds. A greater degree of contamination will require a longer washing time. Be sure to clean carefully under and around your fingernails.
 - (3) Keeping your hands down, rinse them well with warm, running water.
 - (4) Dry your hands with paper towels. Then use a towel to turn the water off. This protects your now-clean hands from being contaminated by the potentially dirty fixtures. To prevent possible germs on handle initially, use paper towel to turn it on.

Safety Manual

Guidelines for Handling Body Spills
for the
Prevention of the Transmission of AIDS

Bus Drivers

The AIDS virus does not survive easily outside the human body, and is not transmitted through air, food, or water. People can only contact the virus by having certain body fluids (blood and semen) that are contaminated with the virus come into contact with their own bloodstreams.]

However, to provide an extra measure of protection, all drivers should follow the procedures given on this sheet in the event of any body spill by students or others. Each bus has been equipped with a packet of materials to be utilized by drivers when implementing these procedures. Appropriate packets includes the following:

- | | |
|----------------------|---------------------------|
| 1. Disposable gloves | 3. Plastic disposal bags |
| 2. Paper towels | 4. A container of alcohol |

In the event of a body spill:

1. Keep all students away from any furniture or area that has been soiled with blood or other body fluids until the custodian has completed the cleaning of the area.
2. Wear gloves when in contact with blood or other body fluids. To protect yourself, consider every student's body fluids as potentially infectious; a good rule of thumb is "If it's wet, wear gloves."
3. Solid waste such as feces or vomit should be covered by Vo Ban absorbent or similar product.
4. If an individual's blood or other body fluids come in contact with your skin, or that of other individuals, clean the skin immediately with alcohol or, if the situation allows, scrub the area with soap and water and then wash with alcohol.
5. Take measures to insure that any clothing or objects soiled with an individual's blood or other body fluids do not continue to come in contact with other individuals.
6. Gloves, paper towel or other materials, used for clean-up, should be placed in the leak proof bag, closed tightly and disposed of immediately at the bus garage.
7. All body fluids and Vo Ban should be washed, at the bus garage, with a water hose.
8. A spray disinfectant will be available at the bus garage and should be used after cleaning the bus.
9. If contact is made with any body fluids, wash your hands using the following procedures:
 - (1) Wet both hands. Using a generous amount of soap, work up a lather. This will help lift the bacteria from the skin.
 - (2) Wash for a minimum of 10 seconds. A greater degree of contamination will require a longer washing time. Be sure to clean carefully under and around your fingernails.
 - (3) Keeping your hands down, rinse them well with warm, running water.
 - (4) Dry your hands with paper towels. Then use a towel to turn the water off. This protects your now-clean hands from being contaminated by the potentially dirty fixtures.

Safety Manual

Guidelines for Handling Body Spills
for the
Prevention of the Transmission of AIDS

Cafeteria Personnel

The AIDS virus does not survive easily outside the human body, and is not transmitted through air, food, or water. People can only contact the virus by having certain body fluids (blood and semen) that are contaminated with the virus come into contact with their own bloodstream.

However, to provide an extra measure of protection, all staff members should follow the procedures given on this sheet in the event of any body spill by students or others. Each kitchen has been equipped with several packets of materials to be utilized by staff members when implementing these procedures. Appropriate packets include the following:

- | | |
|----------------------|---------------------------|
| 1. Disposable gloves | 3. Plastic disposal bags |
| 2. Paper towels | 4. A container of alcohol |

In the event of a body spill:

1. In case of body fluid spills, contact the custodian immediately for clean-up.
2. Take measures to insure that any clothing or objects soiled with an individual's blood or other body fluids do not continue to come in contact with other individuals.
3. Keep all students away from any furniture or equipment that has been soiled with blood or other body fluids until the custodian has completed the cleaning of the area.
4. Wear gloves when in contact with blood or other body fluids. To protect yourself, consider every student's body fluids as potentially infectious; a good rule of thumb is "If it's wet, wear gloves."
5. When an individual loses body fluid (vomit or nose bleed) while going through the serving line, clean any contaminated food serving equipment with sanitizer and paper towel using disposable gloves.
6. Disinfect with alcohol.
7. Remove gloves immediately after each use, place in leak proof bag, close tightly and dispose properly in designated area.
8. Wash your hands using the following procedure:
 - (1) Wet both hands. Using a generous amount of soap, work up a lather. This will help lift the bacteria from the skin.
 - (2) Wash for a minimum of 10 seconds. A greater degree of contamination will require a longer washing time. Be sure to clean carefully under and around your fingernails.
 - (3) Keeping your hands down, rinse them well with warm, running water.
 - (4) Dry your hands with paper towels. Then use a towel to turn the water off. This protects your now-clean hands from being contaminated by the potentially dirty fixtures.

Safety Manual

Guidelines for Handling Body Spills
for the
Prevention of the Transmission of AIDS
Custodial Staff

The AIDS virus does not survive easily outside the human body, and is not transmitted through air, food, or water. People can only contact the virus by having certain body fluids (blood and semen) that are contaminated with the virus come into contact with their own bloodstream.

However, to provide an extra measure of protection, all staff members should follow the procedures given on this sheet in the event of any body spill by students or others.

Guidelines or Custodial Cleaning Activities

1. Wear Rubber gloves when:
 - a. cleaning urinals
 - b. cleaning water closets (toilet bowls)
 - c. cleaning up blood
 - d. cleaning up vomited material
 - e. cleaning up any other type of body secretions/excretions
2. Put any solid material in a plastic bag and dispose of by burning in an approved facility.
3. Clean soiled areas with a detergent disinfectant.

On carpet use a vomit absorbent material and pick up in a dust pan, final vacuum, and mist area with a sanitizer.
4. Disinfect mop and other equipment used in clean-up using a disinfectant solution.
5. Before removing gloves from hands, clean gloves with sanitizer/disinfectant.
6. Wash hands thoroughly after removing gloves using the following procedures:
 - (1) Wet both hands. Using a generous amount of soap, work up a lather. This will help lift the bacteria from the skin.
 - (2) Wash for a minimum of 10 seconds. A greater degree of contamination will require a longer washing time. Be sure to clean carefully under and around your fingernails.
 - (3) Keeping your hands down, rinse them well with warm, running water.
 - (4) Dry your hands with paper towels. Then use a towel to turn the water off.

This protects your now-clean hands from being contaminated by the potentially dirty fixtures.
7. Clean and disinfect contaminated fixtures.

AIDS Education

As mentioned in the introduction, education of AIDS/ARC is of utmost importance. Some people have fears about contracting AIDS based on misinformation or lack of knowledge about how the disease is spread. Education providing accurate medical information can best alleviate fears of contracting AIDS. Learning preventive measures is everyone's best protection.

1. Information and education about AIDS shall be incorporated into the health curriculum as described by the Division of Health Education of the Indiana State Board of Health. Western Boone Community School Corporation health curriculum shall show evidence of the AIDS/ARC education implementation beginning with the 1988-89 school year.
2. An in-service concerning AIDS will be held for certified and non-certified staff. This in-service shall help employees understand how the AIDS virus is spread and to reduce unrealistic fears of contracting an AIDS virus-related condition.

Date Adopted: 08/22/94

WESTERN BOONE COUNTY 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
Western Boone School Board

FROM: Terry Barnett, Director of Transportation

DATE: March 7, 2012

SUBJECT: 2012 Bus Purchases

Per the 2012 School Bus Replacement (SBR) plan I am recommending the purchase of two new 78 passenger buses as well as one new special needs bus. We will utilize the CIESC Cooperative Purchasing website to utilize the State Bidding process. The State of Indiana accepts bids on behalf of all schools in Indiana who want to be a part of this process. We are not required to use the State bids, but it is encouraged and many schools are using the process. We are getting the price benefit of larger purchasing by many schools in the State of Indiana. There are three companies who submitted bids: Bluebird, International and Thomas. The plan the board approved last summer shows the purchase of two buses with a purchase price of \$110,000 per bus.

We have discussed different scenarios with aging buses, but have decided our biggest need currently is the two contractor routes we are taking over beginning this fall. Thus, as of now, we intend to put these two buses on the new corporation routes. As part of the purchase, we do not plan to trade in spare buses.

As for the special needs bus: due to route times and being on the edge for needing another special needs route I feel the need to ask to purchase this additional bus now. I cannot say the new route would start next fall or the year after, it might very well need to start in the middle of a school year depending on when a new family moves in to tip the scales on us needing the additional help to keep our ride times reasonable. The funds are available for this purchase in the 2012 SBR budget.

My recommendation is to purchase two 78 passenger buses and one special needs bus with a wheel chair lift.

Respectfully submitted for your approval,



Terry Barnett, Director of Transportation

WESTERN BOONE COUNTY COMMUNITY SCHOOL CORPORATION

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MEMORANDUM

TO: Dr. Judi Hendrix, Superintendent
Western Boone School Board

FROM: Terry Barnett, Director of Transportation

DATE: March 7, 2012

SUBJECT: John Green extra time and help preparing for bus inspection

Mr. Green has asked for 104 hours of extra time to prepare for the upcoming bus inspection as well as asking for 104 hours of time for his son to help as well. His son has helped in the past and is now out of school and working for Zionsville's transportation department during the week.

As I have mentioned in the past John sends out much less work than we used to send out which is good for us with less downtime of equipment as well as less repair expenses charged elsewhere. This total cost of approximately \$5,600.00 if all hours are used could be spent on sending out two or three buses for outside work.

Dr. Hendrix and I have discussed this arrangement and told him to move forward, she asked that I make you aware of this arrangement.

As I have started to work on the 2013 budget I am seeing the need for additional man hours in the transportation department. It would make sense to have additional help from a person who does mechanical work as well as can drive as a sub when needed.

Respectfully submitted for your review,



Terry Barnett, Director of Transportation

GENERAL FUND COMPARISON REPORT:

As of the end of February, 2012 the General Fund cash balance is \$1,962,005.69. In the General Fund as of February 29, 2012 we have expended a total of \$1,472,365 or 12% of the 2012 General Fund Appropriated Budget of \$11,782,150.

2012 State Legislation:

The 2012 State Legislation Session finalized on Saturday, March 10th at 2am. I wanted to mention two items of interest:

Full Day Kindergarten – raising the reimbursement rate to \$2400 per student which will be effective for the 2012-2013 school year

ADM Count – adding a new ADM Count Day in February beginning with the 2012-2013 school year.

Arbitration

The 2009 Bond Arbitration has been completed. There were no rebate findings found; however, we did receive BNY Mellon's invoice of \$3500 for their work which will be paid by the 2009 Bond.