

BOARD MINUTES
BOARD MEETING
WESTERN BOONE JR.-SR. HIGH SCHOOL AUDITORIUM
1205 N. STATE ROAD 75
THORNTOWN, IN
December 14, 2020
7:00 P.M.

Call to Order: Rick Davis, Phil Foster, Brian Gott, Mike Martin, Dennis Reagan, Melissa Smith, and Shane Steimel

1028 Project and Second Public Determination Hearing

1. Welcome
2. Statement of Purpose of Hearing Summarize statute on purpose of hearing
3. Educational Need for project
4. Overview of Project to meet the Education Needs, Cost & Timing
5. Financial Impact of Project
6. Hearing opened to public for comment
7. Board consideration of Project Resolution
8. Board consideration of Preliminary Determination Resolution
9. Board consideration of Resolution Determining Need for Project
10. Board consideration of Reimbursement Resolution

Shane Steimel, Board President, presided over the hearing, welcoming everyone and introducing members of the Board and speakers. He then turned the hearing over to Kent Frandsen, school attorney.

Mr. Frandsen explained that under Indiana law whenever a school corporation proposes to construct or renovate a school building at a cost in excess of one million dollars it must first hold a public hearing. Additionally, another purpose of the meeting was that under Indiana Code 6-1.1-20-3.5 whenever a school corporation proposes to enter into a lease agreement and/or issue bonds for the construction or renovation of a school building resulting in total costs in excess of certain thresholds, the school corporation is required to hold two public hearings on its preliminary determination to issue such bonds and enter into such lease agreement. The first hearing on the preliminary determination for the Project (as defined herein) was held on December 7, 2020. Notice of both public hearings was published in *The Lebanon Reporter* on November 24, 2020 and was delivered to the Boone County Clerk and any organizations previously requesting such notice as provided in Indiana Code 6-1.1-20-3.5.

It was explained that at this hearing all interested people may give testimony and/or ask questions concerning the renovation and construction of improvements to Thorntown Elementary School, and school corporation safety and site improvements, and the purchase of equipment and technology (the "Project"). The purpose of the hearing is two-

fold: (1) to inform the public as to the proposed Project; and (2) to allow all interested parties, taxpayers and patrons of the School Corporation to voice their opinions as to the Project and ask questions.

After the purpose of the hearings was explained, the presentations regarding the need for the Project were given. An evaluation of the existing facilities was presented, including the building plan explaining the proposed Project. The estimated Project cost and schedule were then presented to the public. It was explained how this Project could be funded and the tax rate impact the Project would have on the community.

After the above presentations, the Board President announced that the Board would now hear testimony and questions from the public. Testimony was given by one patron.

At the conclusion of the public testimony and question, the Board considered the Project Resolution to complete the Project at a cost of more than one million dollars per building. Mr. Frandsen read the resolution. Thereafter, the resolution attached as Exhibit A passed unanimously by a vote of 7-0.

Also, at the conclusion of the public testimony and question, the Board considered the Preliminary Determination Resolution to issue bonds and enter a lease agreement in order to complete the Project. Mr. Frandsen read the resolution. Thereafter, the resolution attached as Exhibit B passed unanimously by a vote of 7-0.

The Board was advised that it needed to consider a lease financing of the Project. Mr. Frandsen read the resolution. The Board adopted the resolution attached as Exhibit C was adopted unanimously by a vote of 7-0.

The Board was also advised it needed to consider a Reimbursement Resolution. Mr. Frandsen read and explained the resolution. On motion duly made, the resolution attached as Exhibit D was adopted unanimously by a vote of 7-0.

Motion made and seconded to adjourn the public hearing. Public hearing adjourned.

The Chair announced the board would begin the regular monthly meeting after a brief recess.

Pledge of Allegiance

Prayer

- **MINUTES**

- The Chair entertained a motion to approve the minutes of the November 9, 2020, School Board Meeting.

Motion: Melissa Smith, Second: Phil Foster, (Discussion), Vote: 7-0

- The Chair entertained a motion to approve the minutes of the December 7, 2020, Public Hearing.

Motion: Dennis Reagan, Second: Brian Gott, (Discussion), Vote: 7-0

- **SPECIAL PRESENTATIONS/RECOGNITIONS**

- Superintendent Ramey recognized outgoing board members Rick Davis and Mike Martin and honored them for their 8 years of outstanding service to Western Boone County Community School Corporation.

ACTION ITEMS

By individual motions, the Board approved/adopted the following items or action.

- **PERSONNEL** All employment recommendations are pending completed satisfactory criminal background history report.
- **Wells**
 - Abigail Littrell – FMLA Kindergarten effective March 18, 2021, to May 28, 2021
- **Thorntown**
 - ECA**
 - Ken Conley – 5th Grade Girls Basketball Coach
 - Katelynn James – 5th Grade Girls Basketball Coach
- **Western Boone**
 - Monica Sprong – Resignation – Cafeteria effective November 20, 2020
 - Patty Spencer – Retirement – Cafeteria effective November 23, 2020
- **Western Boone Transportation**
 - Alynda Neubeck – Employment – Bus Driver effective November 10, 2020
 - Lisa Pearson – Resignation – Bus Driver effective November 20, 2020
 - Mike Gideon – Change in Position – Substitute Bus Driver to Route Driver effective November 23, 2020
 - Toni Lee – Administrative Assistant Part-time effective November 23, 2020
- **Western Boone Athletics**
 - Kurt Baird – Resignation – Freshman Basketball Coach effective November 18, 2020
 - Dustin Oakley – Freshman Boys Basketball Head Coach
 - Mark Ransom – Co-Ed Varsity Swimming & Diving Assistant Coach
 - Cassie Washam – Resignation – Co-Ed Varsity & JH Diving Coach
 - Evelyn Kouns – Co-Ed Diving Volunteer Coach

Motion: Mike Martin, Second: Rick Davis, (Discussion), Vote: 7-0

- **BUSINESS**

- **Superintendent Contract**
 - The Chair entertained a motion to approve the Superintendent Contract that was presented at a Public Meeting on November 9, 2020.

Motion: Phil Foster, Second: Melissa Smith, (Discussion), Vote: 7-0

- **Career Solutions Group, Inc**
 - Superintendent Ramey recommended the Board to approve the agreement with Career Solutions Group, Inc. to assist in the search for a Maintenance Director.

Motion: Brian Gott, Second: Melissa Smith, (Discussion), Vote: 7-0

- **Bus Purchase**
 - Lisa Pearson, Director of Transportation, recommended the Board approve purchase of two 2020 IC, 78 passenger school buses from Midwest Transit utilizing the fall CIESC bid sheet and following our School Bus replacement plan.

Motion: Mike Martin, Second: Dennis Reagan, (Discussion), Vote: 7-0

- **Non-Resident Students**

- Superintendent Ramey recommended the Board approve the following Non-Resident Students:
 - Isaiah Garland – Western Boone, 7th Grade, 2020-2021 school year.
 - Grant Walker – Western Boone, 8th Grade, 2020-2021 school year.
 - Madison Walker – Western Boone, 11th Grade, 2020-2021 school year.
 - Jeremy Huss – Western Boone, 12th Grade, 2020-2021 school year.
 - Kayleigh Goens – Western Boone, 12th Grade, 2020-2021 school year.
 - Dustin Catron – Western Boone, 8th Grade, 2020-2021 school year.

Motion: Rick Davis, Second: Brian Gott, (Discussion), Vote: 7-0

- **Donations**

- Superintendent Ramey recommended the Board approve the following donations:
 - Granville Wells received the following to assist with Christmas gifts for students.
 - Skylar Parmer \$200.00
 - Gena Hout \$30.00
 - Annie Greene \$50.00
 - Patricia Whitehouse \$250.00
 - Granville Wells received the following to assist with general needs.
 - Anonymous Donor \$1,000.00
 - Western Boone FFA received \$400.00 donation from Boone County Farm Bureau
 - Western Boone Food Pantry received \$250.00 anonymous donation
 - HS Athletics received \$260.00 anonymous donation
 - Light up the Holidays received \$1,370 from miscellaneous donors

Motion: Brian Gott, Second: Melissa Smith, (Discussion), Vote: 7-0

- **CLAIMS**

- The Chair entertained a motion to approve the claims for the period of November 9, 2020, through December 14, 2020, as submitted.

Motion: Phil Foster, Second: Brian Gott, (Discussion), Vote: 7-0

- **MONTHLY FINANCIAL REPORTS**

- An update was provided on the financial reports of the school corporation.

- **OTHER**

- **Donation**

- Superintendent Ramey recommended the Board approve the following donation:
 - Granville Wells received \$250.00 donation from Jerry and Deborah Brown to assist with general needs.

Motion: Dennis Reagan, Second: Melissa Smith, (Discussion), Vote: 7-0

- **ANNOUNCEMENTS**

- Western Boone School Corporation – Christmas Break Begins – December 21, 2020, to December 31, 2020
- Western Boone School Corporation – Students and Staff Return – January 4, 2021
- Congratulations to the Western Boone Varsity Football team on winning their third consecutive state championship.

- **ADJOURNMENT**

Motion: Rick Davis, Second: Mike Martin, (Discussion), Vote: 7-0

EXHIBIT A

PROJECT RESOLUTION

WHEREAS, the Board of School Trustees (the "Board") of Western Boone County Community School Corporation (the "School Corporation") at a meeting on December 14, 2020 held a public hearing in accordance with Indiana Code § 20-26-7-37 for the purpose of answering questions and listening to taxpayers' comments and any evidence they may present about the proposed renovation and construction of improvements to Thorntown Elementary School, and school corporation safety and site improvements, and the purchase of equipment and technology (the "Project"); and

WHEREAS, the Board has carefully studied all of the known options and feels that the proposed Project is in the best interests of the present and future students to be served by this facility; now, therefore,

BE IT RESOLVED, that the purpose of the Project is to provide an improved educational environment for students.

BE IT FURTHER RESOLVED, that the estimated hard and soft construction costs of the Project are \$16,175,000, with estimated costs of issuance (including capitalized interest less interest earnings and interim lease rental) of \$325,000, resulting in total estimated Project costs of \$16,500,000.

BE IT FURTHER RESOLVED, that the estimated \$16,500,000 will be funded by one or more of the following: Operations Fund, common school fund loan, general obligation bond issue, and/or a building corporation bond issue with an anticipated impact on the Debt Service Fund tax rate of \$0.2605 per \$100 assessed valuation based on an estimated \$681,732,582 assessed valuation beginning in 2021. However, as existing obligations mature, the anticipated increase to the Debt Service Fund tax rate is expected to be \$0.0500.

Passed and adopted this 14th day of December, 2020.

President, Board of School Trustees

Secretary, Board of School Trustees

EXHIBIT B

PRELIMINARY DETERMINATION RESOLUTION

WHEREAS, Western Boone County Community School Corporation (the "School Corporation") published a Notice of Preliminary Determination Hearings on November 24, 2020 in *The Lebanon Reporter* and mailed such notice to the Boone County Clerk and any organizations requesting such notice as provided in Indiana Code 6-1.1-20-3.5 with respect to renovation and construction of improvements to Thorntown Elementary School, and school corporation safety and site improvements, and the purchase of equipment and technology (the "Project"); and

WHEREAS, the first preliminary determination hearing was held on December 7, 2020 and the second preliminary determination hearing was held on December 14, 2020 in accordance with the notice and the law of the State of Indiana (the "State"); now, therefore,

WHEREAS, the School Corporation has made the following information available to the public at the public hearings: (a) the result of the Schools Corporation's current and projected annual debt service payments divided by the net assessed value of taxable property within the School Corporation; (b) the result of (i) the sum of the School Corporation's outstanding long term debt plus the outstanding long term debt of other taxing units that include any of the territory of the School Corporation; divided by (ii) the net assessed value of taxable property within the School Corporation; and

BE IT RESOLVED that the Board of School Trustees (the "Board") of the School Corporation preliminarily determines to issue bonds and enter into a lease agreement for the Project.

BE IT FURTHER RESOLVED that the lease agreement will be for a maximum term of 22 years with a maximum annual lease rental of \$1,981,000. The maximum annual lease rental has been estimated based upon an estimated principal amount of bonds of \$16,500,000, estimated

interest rates ranging from 2.50% to 4.85%, and estimated total interest costs of \$8,929,928. The School Corporation's current debt service levy is \$3,649,302 and the current debt service rate is \$0.5294. After the School Corporation enters into the proposed lease agreement and the bonds are issued, the debt service levy will increase by a maximum of \$1,981,000 and the debt service rate will increase by a maximum of \$0.2605. However, as existing obligations mature, the anticipated increase to the Debt Service Fund tax rate is expected to be \$0.0500. The purpose of the Lease Agreement is to provide for the completion of the Project. The Project involves the opening of more square footage of space; however, the new space will be more efficient than the school facility space which is being renovated. Due to such overall increase in efficiency, the School Corporation expects to not annually incur a significant increase in the cost to operate such additional space.

BE IT FURTHER RESOLVED that the Secretary of the Board is hereby authorized and directed to publish the notice of adoption of this preliminary determination in accordance with Indiana law.

BE IT FURTHER RESOLVED that if a valid petition pursuant to Indiana Code § 6-1.1.-20-3.5 is received by the School Corporation, the Secretary of the Board of School Trustees is hereby authorized to submit the notice pursuant to Indiana Code § 6-1.1-20-3.5(b)(2) and any other required information to the Boone County Clerk.

Passed and adopted this 14th day of December, 2020.

President, Board of School Trustees

Secretary, Board of School Trustees

EXHIBIT C

RESOLUTION DETERMINING NEED FOR PROJECT

WHEREAS, an investigation has been conducted by the Board of School Trustees (the "Board") of Western Boone County Community School Corporation (the "School Corporation") with respect to the renovation and construction of improvements to Thorntown Elementary School, and school corporation safety and site improvements, and the purchase of equipment and technology (the "Project") and leasing all or a portion of the Project from the not-for-profit building corporation (the "Building Corporation"); and

WHEREAS, this Board now finds that a need exists for the Project, and that the School Corporation cannot provide the necessary funds to pay the cost of the Project required to meet such need; and

WHEREAS, it is deemed desirable to proceed with the necessary negotiations and all other steps looking toward the financing of the Project by the Building Corporation and the lease of such facility to the School Corporation; now, therefore,

BE IT RESOLVED, that a need exists for the Project, and that the Project cannot be funded from sufficient funds available to the School Corporation, and that this Board proceed to take such steps as may be necessary to secure the Project and leasing of such school facility as provided by the Indiana Code Title 20, Article 47, Chapter 3.

Passed and adopted this 14th day of December, 2020.

President, Board of School Trustees

Secretary, Board of School Trustees

EXHIBIT D

DECLARATION OF OFFICIAL INTENT TO REIMBURSE EXPENDITURES

WHEREAS, Western Boone County Community School Corporation (the "School Corporation") intends to finance the renovation and construction of improvements to Thorntown Elementary School, and school corporation safety and site improvements, and the purchase of equipment and technology (the "Project"); and

WHEREAS, the School Corporation reasonably expects to reimburse certain costs of the Project with proceeds of obligations to be incurred on behalf of the School Corporation in an amount not to exceed \$16,500,000; and

WHEREAS, the School Corporation, acting through a leasing entity, expects to have obligations issued on its behalf for the Project and to use the proceeds to reimburse or pay costs of the Project; and

NOW, THEREFORE, BE IT RESOLVED that the School Corporation declares its official intent to acquire, construct or rehabilitate the Project with proceeds of obligations incurred on behalf of the School Corporation in an amount not to exceed \$16,500,000 for the purpose of paying or reimbursing costs of the Project; and to approve obligations issued by a leasing entity that will lease the Project to the School Corporation.

BE IT FURTHER RESOLVED, that the School Corporation reasonably expects to reimburse itself from proceeds of obligations issued on behalf of the School Corporation for costs of the Project paid prior to the issuance of the obligations.

Passed and Adopted this 14th day of December, 2020.

President, Board of School Trustees

Secretary, Board of School Trustees

SUPERINTENDENT'S CONTRACT OF EMPLOYMENT

This Contract is approved and executed this 14th day of December, 2020, by and between Western Boone County Community School Corporation ("School Corporation") and Robert W. Ramey ("Ramey") setting forth the terms under which Ramey shall be employed and serve as the Superintendent of the School Corporation.

1. Duties and Responsibilities. During the term of this contract, Ramey shall perform such duties and have such responsibilities as are typically performed by the superintendent of an Indiana public school corporation as well as those assigned to the superintendent by the School Corporation's policy manual and those delegated to Ramey from time to time by the Board of School Trustees of the School Corporation ("Board"). Ramey represents that he is fully licensed for this position and is required to maintain such license during the term of this contract. This Contract shall replace all previous employment contracts Ramey has had with the School Corporation.

2. Contract Term; Automatic Extension. The initial term of this contract shall retroactively commence on July 1, 2020, and extend for a period of three (3) years through June 30, 2023. The annual term shall consist of 240 working days. The contract will automatically be extended by one year each July 1st unless before that date either the School Board or Superintendent provides written notice to the other of the intent the term not be so extended. This contract may be terminated or canceled only by written agreement of the parties or pursuant to the grounds and procedure set forth in Indiana law.

3. Base Salary. For the initial twelve-month term of this contract Ramey shall be paid a base salary of One Hundred Twenty-Five Thousand Eighty-Four Dollars (\$125,084) payable in twenty-six equal bi-weekly installments. The Board may increase the annual salary but may not reduce the salary below the above starting salary.

4. Insurance Coverage. The School Corporation shall pay all but One Dollar (\$1.00) of the annual cost of group health, term life, and long-term disability insurance coverage for Ramey consistent with what the School Corporation provides its administrative personnel. In addition to the group policy that currently provides One Hundred Thousand Dollars (\$100,000) of term life insurance coverage for administrators, the School Corporation shall arrange and pay the premium cost for Ramey to be covered with an additional One Hundred Thousand Dollars (\$100,000) of term life coverage, provided Ramey is insurable and cooperates in securing that additional coverage.

5. State Teacher's Retirement Fund. In addition to whatever amount is paid by the State to the Indiana Teacher's Retirement Fund, the School Corporation shall pay the additional sum required to bring the annual contribution to the state required amount of Ramey's base salary.

6. Retirement Plan Contributions. The School Corporation shall also contribute Six Thousand Nine Hundred Fifty Dollars (\$6,950) per year to a section 403(b) plan and Five Thousand Two Hundred Dollars (\$5,200) to a section 401(a) plan in order to provide a tax-sheltered retirement plan for Ramey's benefit. Such payments shall be made in accordance with School Corporation practice.

7. Holiday, Vacation, Sick Leave, and Personal Leave Days. Ramey shall be entitled to annual holiday, sick leave, and personal leave days as set forth in the School

Corporation's Benefits for Administrative Personnel. In addition, Ramey shall have ten (10) paid vacation days per contract year. Any vacation days which remain unused in a contract year shall not carryover but instead shall be paid to Ramey annually at the daily rate determined by dividing Ramey's base salary by the annual number of contract days. Ramey may retain his existing accumulated illness leave and accumulate additional unused illness leave days up to a maximum of two hundred forty (240) days.

8. Automobile Usage. The School Corporation shall provide Ramey with a motor vehicle of the School Corporation's choosing and at its expense for Ramey's use in performing School Corporation business. Personal use of this corporation-owned vehicle is permitted, but Ramey shall accurately record any personal usage of the vehicle and report that usage to the School Corporation for its use in preparing Ramey's annual W-2 form. Should the corporation-owned vehicle be unavailable and Ramey use his personal vehicle in service to the School Corporation, the School Corporation shall reimburse Ramey at the then current IRS rate for actual mileage incurred in his personal vehicle in the performance of such services. Ramey shall properly document such usage in requesting reimbursement.

9. Other Professional Expenses. The School Corporation shall reimburse Ramey for other appropriate business and professional expenses reasonably incurred in the performance of his duties, including the cost of membership and participation in state and national professional associations of educational administrators and expenses related to his attendance at conferences, meetings, and activities approved by the Board.

10. Public Record. The parties agree that this contract is a public record under the Indiana Public Records Law, IND. CODE § 5-14-3 and § 20-6.1-4-3(b).

11. Construction of Contract. For purposes of the construction and interpretation of this contract, both parties participated in the drafting of this contract.

12. Entire Agreement of Parties. This contract contains or incorporates by reference all the agreed terms of employment and will not be modified except in a written document signed by both parties. If any term or provision is found to be invalid under state or federal law, that shall not affect the validity of the remaining terms of this contract.

Executed by the undersigned on the date set forth above.

SUPERINTENDENT

**BOARD OF TRUSTEES OF WESTERN BOONE
COUNTY COMMUNITY SCHOOL CORPORATION**

Robert W. Ramey

686211v3



Career Solutions Group, Inc.

Western Boone School Corporation

**Director of Maintenance
Search Project**

Search Project Proposal

prepared by

Career Solutions Group, Inc.

121 Monument Circle, Suite 517
(317) 466-9740



Indianapolis, Indiana 46204
www.careersolutionsindy.com



Career Solutions Group, Inc.

I. Summary:

Western Boone School Corporation is located in Thorntown with corporation boundaries primarily to the West and North of Lebanon, Indiana. With an annual budget over \$20M, Western Boone Schools serves 1,745 students from Pre-K through 12th grade. The Western Boone School Corporation includes the Jr./Sr. High School, Granville Wells Elementary and Thornton Elementary. WEBO offers academic excellence opportunities in a rural setting with a small town, family-oriented atmosphere.

With the resignation of the Maintenance Director of the school corporation, Superintendent Rob Ramey is looking for qualified candidates following pursuing several himself. Qualified candidates for this role must have a full range of experience in mechanical, electrical, plumbing, HVAC, and water / wastewater operations.

The Maintenance Director is under the direct supervision of the Superintendent and works with each Principal on projects in their respective buildings. The Maintenance Director is in charge of all maintenance and repair in the district. He/She and the building Principal of each school will work together in needed repair, maintenance, or installation at the building supervised by the principal. The Maintenance Director directs all maintenance activities and staff (maintenance, grounds, custodial) on utility systems for continuous heat, steam, electric power, gas, air, and water/wastewater for the district. The desired candidates would have knowledge of electrical, mechanical, plumbing, HVAC, grounds, construction, water & wastewater operations (certification required).

The Director is responsible for the Capital Project Plan implementation that is currently a \$1M plan through 2023. This includes maintenance operations and upgrades for grounds, hardware & software technology, furniture, HVAC, security system, building infrastructure, and parking lots.

121 Monument Circle, Suite 517
(317) 466-9740



Indianapolis, Indiana 46204
www.careersolutionsindy.com

Career Solutions Group, Inc.



Having worked with other public corporations on key recruiting projects, Career Solutions would like to assist WEBO's Superintendent in search and placement of this Director role. As a recruiting resource for Indiana headquartered companies with 50 to 500 employees, Career Solutions has built a reputation for successful search and placement for candidates who will fit in a small to mid sized corporate environments. This unique opportunity for an experienced Director of Maintenance would draw from a candidate universe comprised of potential candidates who will fit well within the Western Boone School organization and community.

Career Solutions' approach to helping Western Boone School Corporation leadership select finalist candidates would involve extensive research of a universe of possible candidates, analysis of those interested, detailed reference checking and background investigations, and assistance in bringing the selected candidate on-board.

Founded in 1995, Career Solutions Group, Inc. is a small, private, Generalist recruiting firm located in downtown Indianapolis. Over the past twenty plus years, it has been our objective to provide high quality professional level search and placement services, primarily to Indiana headquartered companies. Steven Fero, Partner, will be the primary contact, directing the research and recruiting for the project involving one Research Associate and one Sr. Recruiter.

121 Monument Circle, Suite 517
(317) 466-9740



Indianapolis, Indiana 46204
www.careersolutionsindy.com

II. Project Specifications:

Western Boone School Corporation, Director of Maintenance

Search Project Objectives & Expectations:

Career Solutions will work with Western Boone School Corporation to identify the best qualified talent for the Director of Maintenance project based upon our discussions, the job specifications, on-going feedback, and assessment of candidate talent. Career Solutions will assist Western Boone School Corporation in the hiring process as a third party advisor to complete the placement.

Process Project Measurements:

Source Companies for Candidate Universe: To be developed jointly.

Research Reports Layout: standard

Viable Candidate /Submittal Layout: standard client submittal

Sources for Candidate Universe:

We will initiate new research to identify potential candidates that include internal and external, national sources of candidates. Specifically, the search will target potential candidates with maintenance management responsibility for electrical, mechanical, HVAC, plumbing, and water / wastewater operations.

Search Position Specifications:

Experience & Education Required: (See job description provided by Western Boone School Corporation.)

Qualifying Screening Questions:(See job description provided by Western Boone School Corporation.)

Duties & Responsibilities:(See job description provided by Western Boone School Corporation .)

Western Boone School Corporation Selling Points:

(See job descriptions and Western Boone School Corporation information from materials provided and company web site.)

Compensation & Benefits: (Information provided by Western Boone School Corporation.)



III. Career Solutions' Approach to the Project:

Project Development & Layout:

Your Account Manager will work with your hiring team to gather specific details about your expectations for your project. Jointly, you will determine the objectives and goals of the project and Career Solutions Group's ability to meet or exceed them. We will work with your staff for mutual agreement on the project sourcing, interviewing, and selection specifications. Lastly, we will coordinate a time line with you for the project's roll out, management, and completion.

Proposed Project Timeline (December 1st to January 4th)

Week 1-2	Research
Weeks 1-3	Candidate Interviewing
Weeks 2-4	Viable Submittals
Weeks 3-4	Initial Interviews
Weeks 5	Finalist Interviews & Offer
Week 6	Target Start Date (January 4, 2021)

Recruiting Activity Projected

Position Coverage Required	1
Viable Candidates Submitted	6
Detail Interviews	15
Identification Interviews	100
Recruiting Calls Completed	120
Recruiting Calls Made	360
Researched Names (new and existing)	125





Career Solutions Group, Inc.

III. Career Solutions' Approach to the Project:

Research & Identification Interviewing

Sources of Candidates:

Potential candidates will be pooled from Career Solutions' existing computer database files and resources, personal referrals, and through direct sourcing of competitors or selected companies.

Screening Identification Interview:

All candidates identified through sourcing methods stated above will be given a confidential initial screening interview. This interview will be used to determine each candidate's basic qualifications per your job requirements and their interest in the opportunity. This will take approximately 20 minutes per interview and 45 minutes total through the entire initial identification process.

Research & Identification Review with your staff:

Following completion of candidate sourcing and identification, your Account Manager may review project reports of identified candidates from your selected sources at your request. We will help you determine who should be taken to the interviewing stage of the process. Together we will review identification interviews to agree upon Viable Candidates who should be re-contacted and "turned on" to Western Boone School Corporation for completion of an interview summary to be submitted.





Career Solutions Group, Inc.

I. Career Solutions' Approach to the Project:

Recruitment of Potential Candidates

In Depth Interview:

Candidates meeting viable requirements for the position and expressing interest in the opportunity will be interviewed. This interview will gather in depth information about each candidate's background as it relates to the position, drawbacks to their current or previous job, career goals and expectations, motivators for seeking a new position, personal & relocation information (if necessary), compensation expectations, and achievements & accomplishments. Following completion of the Detailed Interview candidates will receive a brief description of the position and company. Selected finalists may be asked to prepare a written business plan or complete a written case study to be reviewed by the search committee.

Preliminary Review with your staff:

After completion of In Depth Interviews, Career Solutions will submit the best-qualified applicants for the position. We can complete any or all of your pre-employment requirements for each submitted candidate. Our staff and your staff will discuss the final applicants to understand the advantages and disadvantages of each candidate based upon the written job requirements.

Final Candidates Selection

Interview Preparation and Debriefings:

Career Solutions will assist in scheduling and preparing candidates for interviews with directions, interviewing tips, an itinerary, etc. Career Solutions will also assist your staff in organizing their interviewing process, as well as providing the CSG Interview Preparation and Planning Guide. Following each interview, Career Solutions will gather interview debriefings from both candidates and your interviewing staff. This information will help determine if all questions have been answered in order to move forward to final selection.





Career Solutions Group, Inc.

III. Career Solutions' Approach to the Project:

Reference Checking & Finalist Assessment:

Career Solutions will assist in checking references of candidates who are being considered for a job offer from your organization. We will conduct Reference Screening Interviews with three to four professional references for these candidates and submit our summaries to you for review and approval or we can utilize an outside reference firm. The purpose of our reference interviews is to validate finalists' technical knowledge and behavioral skills. Psychological assessment and criminal background investigation is available by an outside vendor at the client's request.

Relocation:

If relocation is required for the placement, Career Solutions will work closely with the hiring manager and the candidate and their spouse or significant other in order to assure that all questions, concerns, etc. are addressed.

Offer, Candidate Acceptance and Start Date:

Career Solutions will offer assistance in securing an acceptance from candidates that your company is prepared to make job offers to. Our process includes confirming that an offer, as presented, will be verbally accepted by the candidate, the written offer is extended as described and understood, and that a start date for the candidate is agreed upon. Career Solutions will assist the candidate with resignation and counter offer advice, as needed.

Quality Control

At periodic intervals your Career Solutions' Account Manager will conduct follow up interviews with both the placed candidates and hiring managers up to one year from the start date. This contact has proved worthwhile in past assignments in uncovering any miscommunications, apprehensions or problems. Through detailed follow up Career Solutions has been able to work with clients and candidates to prevent any unnecessary turnover.



IV. Guarantees:

On retainer projects, if either party feels that agreed upon project objectives and expectations are not being met and/or adhered to, that party may terminate the project at will.

For hourly projects, project costs will be tabulated through the end of the business day of project termination. For retainers billed in thirds, the first third flat fee is due upon initiation, the second third after thirty days, and the final third upon completion (candidate's start date). If Career Solutions fails to present qualified candidates to interview with the Western Boone School Corporation team, the entire fee is fully refundable. It is our firm's policy to thoroughly discuss, plan, and implement plans with our clients to prevent a project from not meeting all parties' expectations.

After placement, if termination of the candidate for any reason other than death or company downsizing occurs within sixty (60) days of the agreed upon start date, Career Solutions will provide a replacement candidate utilizing existing research and previously identified potential finalists. There is no additional project initiation fee for a replacement candidate. This guarantee is honored if fees for services are paid within 30 days of the initial start date. Additionally, Career Solutions will attempt to maintain contact with finalist candidates not selected by Western Boone School Corporation as potential replacements. This refund guarantee is void if our client terminates the project, fills the position internally, or fills the position through other methods beyond the of Career Solutions Group's services.

V. Confidentiality and Non-Disclosure Agreement:

Career Solutions Group, Inc. will agree to operate under the Confidentiality and Non-Disclosure Agreement to protect our client's intellectual property.

*Not requested by the client for this project.





Career Solutions Group, Inc.

VI. Professional Fees:

Career Solutions Group, Inc. offers retained search services on an hourly or flat fee basis. Retained fee agreements are based upon the size and difficulty of the assignment.

Career Solutions Group agrees to work on this assignment on a retained flat fee basis of \$15,000 utilizing the timeline and recruiting activity outlined in this agreement with an estimated 153.75 total hours.

One third of the retained flat fee is due upon initiation, with the second third bill after thirty days and the final third billed on completion of the search project (the final selected Director of Maintenance candidate's start date). For hourly billed projects, one third of the estimated total billing is invoiced upon initiation with hours accruing against the balance on a monthly basis through to completion.

This agreement is made and executed on _____, 2020
by:

Steven R. Fero, CPC
President
Career Solutions Group, Inc.

Rob Ramey
Superintendent
Western Boone School Corporation

121 Monument Circle, Suite 517
(317) 466-9740



Indianapolis, Indiana 46204
www.careersolutionsindy.com



Career Solutions Group, Inc.

VII. References:

The following list of clients is compiled from our most recent projects. We want to show you how we are performing now, and how we would perform on your assignment. We take great pride at Career Solutions in our systems, and as you can see from the variety of companies listed, our systems work with any type of search and with all types of companies. Feel free to call any of our clients with questions about our service, abilities and professionalism.

At Career Solutions we also realize that a search involves the candidate, your prospective employee. If you would like to speak to any of the individuals we have placed with our various clients, please don't hesitate to call us, we would be glad to provide you with a list.

National Bank of Indianapolis
Morrie Maurer, CEO*
(317) 261-9600

Ernst & Young LLP
Kirk Prosser
Director, Experienced Hire Recruiting
(317) 681-7647

PNC Bank
Jeffrey Kucer
Chief Operating Officer (HR)
(317) 276-3982

Rusach International
Rudi Sachs
President/Owner (recently retired)
(317) 432-2086

International Medical Group, Inc.
Kurt Kipfer
Chief Financial Officer
(317) 655-4560

Rocore / Kelvion
Stuart Eden
President
(317) 227-2929

121 Monument Circle, Suite 517
(317) 466-9740



Indianapolis, Indiana 46204
www.careersolutionsindy.com

TO: Rob Ramey, Superintendent
School Board Members

FROM: Lisa Pearson, Transportation Director

DATE: December 4, 2020

SUBJECT: Bus Purchase

I recommend the purchase of 2, 2020 IC, 78 capacity gas school buses from Midwest transit.

These are units utilizing the fall CIESC bid sheet and follows our School Bus replacement plan. The plan has 2 regular school bus purchases this year.

Western Boone sent our specifications to three vendors, McCallister, Kerlin Bus Sales, and Midwest Transit. Midwest Transit is the only vendor to come out to inspect our trade-ins. We will first try to auction them off.

The following is a recap for the purchase:

Total Price	<u>Blue Bird</u>	<u>IC/Collins</u>	<u>Thomas</u>
	213,060.00	213,030.00	208,082.00
Trade-in			
Bus 521 – 4DRBUAAN98A493210		1,500.00	
Bus 53 – 4DRBUAAN68A493181		1,500.00	
Grand Total	213,060.00	210,030.00	208,082.00

The delivery is expected at the beginning of July 2021.

Lisa Pearson
Transportation Director
Western Boone Schools

EDUCATION & OPERATION FUND COMPARISON REPORT

As of November 30, 2020, the Education Fund cash balance was \$4,133,728. The Education Fund expenditures for November 2020 were \$774,415. As of the end of November 2020, a total of 81% of the 2020 appropriation was expended.

As of November 30, 2020, the Operation Fund cash balance was (\$132,207). The Operation Fund expenditures for November 2020 were \$287,603. As of the end of November 2020, a total of 74% of the 2020 appropriation was expended.

Western Boone County Community School Corporation has investments in the form of various interest-bearing accounts and deposits with financial institutions and has earned interest as follows:

<u>Financial Institution</u>	<u>2020 YTD Interest Earned</u>
Home National Bank	\$58,835.25
State Bank of Lizton	\$6,721.12

On Friday, December 11, 2020, with the authority of the Board of Trustees granted by a resolution on January 13, 2020, the corporation treasurer transferred \$830,801.81 from the Education Fund to the Operations Fund for Operation Fund expenditures during the period of June 2020 through October 2020, that in prior years were General Fund expenditures.

FYI: The November 2020 - Fund, Appropriation, and Revenue Reports are posted to the School Board Document Site