

BOARD MINUTES

Regular Meeting of the Board

April 14, 2014

7:00 P.M.

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

PLEDGE OF ALLEGIANCE

PRAYER

MINUTES OF THE MARCH 10, 2014 MEETING

The President entertained a motion to approve the minutes of the March 10, 2014 regular board meeting.

Board motion: So Moved

Motion: Rick Davis Second: Debbie Smith (discussion) Vote: 6-0

PRESENTATION:

Dr. Hendrix and the School Board recognized Granville Wells Elementary, Thorntown Elementary, and Western Boone Jr-Sr High School for receiving the Grade "A" recognition for the second year in a row. 2013 Grade "A" banners were presented to each building.

REPORTS:

- Athletics – Jason Mulligan
- Enrollments, Class Sizes, Programs

FRENCH PROGRAM:

Debbie Smith made a motion to not revisit the February Board Motion concerning the French program at this time. Mike Biesecker seconded the motion and the motion carried 5-1 with Mike Martin opposing the motion.

DONATIONS

Dr. Hendrix recommended the Board approve the acceptance of the following donations as presented.

\$35.00 to WeBo FFA from John & Sharon Schriver
\$715.00 to WeBo Hoops (Boys Basketball) from the McClelland Family
\$47.90 to WeBo Boys Swim State Dinner from Sheri Riegel
\$250.00 to WeBo Prom – Going Green for Gowns from Home National Bank
\$500.00 to WeBo France & Spain Travelers from Knights of Pythias

Board motion: So Moved

Motion: Mike Martin Second: Phil Foster (discussion) Vote: 6-0

ATHLETIC DONATION AMMENDED

Dr. Hendrix recommended the Board approve the request to amend the acceptance of the following donation to the Western Boone Athletic Program as presented.

Baseball (lockers) - \$500.00 – Renegades Baseball, was listed as a donation from Bryce & Stephanie Reagan.

Board motion: So Moved

Motion: Debbie Smith Second: Mike Biesecker (discussion) Vote: 6-0

MEDIA CENTER

Dr. Hendrix recommended the Board approve the interior renovation of the Western Boone Media Center as presented.

Board motion: So Moved
Motion: Debbie Smith Second: Mike Biesecker (discussion) Vote: 6-0

Dr. Hendrix recommended the Board approve the Letter of Agreement with Schmidt & Associates, as the architect firm, for the interior renovation of the Western Boone Media Center as presented.

Board motion: So Moved
Motion: Debbie Smith Second: Phil Foster (discussion) Vote: 6-0

ADVERTISEMENT OF ADDITIONAL APPROPRIATIONS

The Business Manager recommended the Board approve the advertisement for additional appropriations in the amount of \$188,000 to the Rainy Day Fund as presented

Board motion: So Moved
Motion: Mike Biesecker Second: Debbie Smith (discussion) Vote: 6-0

BOARD POLICY 3135 – Appeal of Teacher Evaluation

Dr. Hendrix recommended the Board approve Board Policy 3135 –Appeal of Teacher Evaluation, as presented.

Board motion: So Moved
Motion: Mike Biesecker Second: Debbie Smith (discussion) Vote: 6-0

MATH TEACHER POSITION

Dr. Hendrix recommended the Board approve the reduction of 1 Math Teacher position beginning with the 2014-2015 school year due to smaller enrollments.

Board motion: So Moved
Motion: Phil Foster Second: Mike Martin (discussion) Vote: 6-0

EXTENDED FIELD TRIPS

Dr. Hendrix recommended the Board approve the following extended field trip as presented:

Softball Team, Mike Vanderpool, Coach – April 12, 2014 to University of Louisville, KY. (single day trip)
Jr High Choir, Ali Long – April 25-26, 2014 to Kings Island in Ohio.
Thorntown 6th Grade, Jane Mohler & Quella Rutledge - May 22, 2014 to Museum of Science & Industry, Chicago, Illinois.

Board motion: So Moved
Motion: Debbie Smith Second: Rick Davis (discussion) Vote: 6-0

SUMMER BAND

Dr. Hendrix recommended the Board approve the hours as presented for Summer Band.

Board motion: So Moved
Motion: Mike Martin Second: Mike Biesecker (discussion) Vote: 6-0

TEXTBOOK ADOPTION

Dr. Hendrix recommended the Board approve the adoption of Elementary Reading/Language Arts textbooks as presented.

Board motion: So Moved

Motion: Mike Martin Second: Rick Davis (discussion) Vote: 6-0

2014-2015 NON-RESIDENT STUDENT TRANSFER

Dr. Hendrix recommended the Board approve the following non-resident transfers for the 2014-2015 school year.

Colton Eastwood, Thorntown Elementary, Kindergarten
Maggie Bishop, Western Boone 9th Grade.

Board motion: So Moved

Motion: Mike Martin Second: Debbie Smith (discussion) Vote: 6-0

PERSONNEL

All employment recommendations are pending completed satisfactory criminal background history reports.
Dr. Hendrix made the recommendation for approval of the personnel as presented

Resignation:

Madeline Young – WeBo Agriculture Teacher effective June 1, 2014.
W Curt Warren, Maintenance & Grounds Staff, effective April 24, 2014.

Leave Request:

Heather Jones, Thorntown- Instructional Assistant – March 17th – appx. April 28th (6 weeks) Maternity.

Employment:

Katie Pitts– Western Boone – Agriculture Teacher during M Young’s maternity leave May 2 – August 1, 2014.
Jody Burks – Western Boone Summer English
Katie Pitts – Western Boone – Supervised Agriculture Experience
Donna Stachowicz – Thorntown Instructional Assistant – filling in for H Jones maternity leave.

Athletics:

Jamie William – Resignation as Head JV Baseball Coach.
Patrick Gedig – Head JV Baseball Coach (previously approved as a volunteer baseball coach).
Michael Smith – Varsity Assistant Baseball Coach.
Rick Overfield – JH Track Coach
Jamie Ramsey – JH Girls Tennis Coach
Sean Grimes – JH Softball Volunteer Assistant Coach.

Board motion: So Moved

Motion: Phil Foster Second: Mike Biesecker (discussion) Vote: 6-0

CLAIMS

The Business Manager will be available to answer questions regarding claim items.

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

Board motion: So Moved

Motion: Debbie Smith Second: Phil Foster (discussion) Vote: 6-0

COMPARISON REPORT

INFORMATION

- New non-certified staff evaluation form
- Audit Report
- Educator Effectiveness data
- Patron Request: Dick Threlkeld addressed concerns about Board Policy 1280

OTHER

Dr. Hendrix made the recommendation for approval of additional personnel as presented

Certified Position:

Viviana Nicolosi – Part-time French teacher for the 2014-2015 school year

Non-Certified Position:

Donald Coverdale – Transfer to Grounds position from WB Custodial

Jeri Deitrick – Transfer to Full-time WB Custodial from Part-time WB Custodial

Athletics:

Craig Crawford – JH Softball Volunteer Assistant

Resignations:

Autumn Andress – WB English Teacher effective end of the 2013-2014 school year

Board Motion: So Moved

Motion: Debbie Smith Second: Mike Biesecker (discussion) Vote: 6-0

DOCUMENT SIGNING

ADJOURNMENT

Board motion: So Moved

Motion: Phil Foster Second: Debbie Smith (discussion) Vote: 6-0

Changes for 2014-2015 School Year

<u>Subject/Program</u>	<u>Change</u>
French	Teacher for 3 periods with phase out the following year
Music Ttown	Taught by WB band and choir teachers
Media (Wells)	Covered by assistant, teacher moves to elementary classroom
Math at WB	Reduce by one teacher
English at WB	Teacher will use 3 periods for elementary counseling program
Projected loss of students:	27

*Next January we will once again look at class size and program enrollment. Areas to be watched: Agriculture, Radio/TV, Science, Industrial Technology and Business

French Facts and Figures

Projected Enrollment Numbers (end of January)

French I	44
French II	28
French III	14
French IV	5
French V	2

(Could only guarantee a new teacher 3 periods of French)

Foreign Language Enrollment Numbers

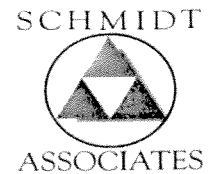
French	93
Spanish	270

(Numbers do not warrant 3 foreign language teachers-smaller enrollments projected for future)

Corporation Enrollment:

2013-2014	1775
2018-2019	1660

(Loss of 115 students in the next five years = \$575,000)



Western Boone Community Schools

Media Center Renovation Project

4/14/2014

Preliminary Project Milestone Schedule

- 4/14/2014 School Board Meeting – Approval of Design Contract
- 5/5/2014 Complete Final Construction Documents
- 5/6/2014 Begin Bidding
- 5/28/2014 Receive Bids
- 5/29/2014 Special School Board Meeting – Award Contract
- 5/30/2014 Last Day of School
- 6/2/2014 Begin Construction
- 8/1/2014 Complete Substantial Construction (Two Months)
- 8/13/2014 First Day of School (Teachers)



- Media Center Shelving
- Media Center Furniture
- Media Center Millwork

Construction Phase:

- Facilitate weekly progress meetings and site visits to coordinate and review installation of work during construction with the Owner and Contractor. We anticipate the work to be in progress during the summer 2014 and will be substantially complete by the beginning of the 2014/2015 school year. We will prepare a construction schedule accordingly to accomplish this (see "Schedule of Activities" below). Our fee is based on one progress meeting and site visit per week during construction (Approximately 8 weeks).
- Review submittals, change order requests and requests for information during construction.
- Perform a final inspection of the work at Substantial Completion and prepare a Punch List of items needing to be completed.

SCHEDULE OF ACTIVITIES

Board Meeting to present Preliminary Plan:	February 10, 2014
Board Meeting to approve Design:	March 10, 2014
Construction Documents:	April 2014
Receive Quotes and Award Contracts	May 2014
<i>*Furniture Quotes may need to occur in April for summer delivery</i>	
Construction:	June 1, 2014 – July 31, 2014

FEE

We propose a lump sum fee of \$23,500. We estimate the overall project to be approximately \$186,335 with estimated alternates totaling \$86,350.

Reimbursable expenses such as mileage and in house printing will be billed at cost times 1.10. We would estimate that with the scope as outlined in this Letter of Agreement that an allowance of \$2500 would cover costs associated with mileage and in house printing. Other expenses outside of this contract amount and depending on the final scope of the project could be permit fees, state filing fees and cost of bid document reproduction. We would suggest the owner hold an estimated allowance of \$3000 for project associated fees and bid document reproduction. Additional services requested by the Owner will be billed according to our current Hourly Rate Schedule. A copy is attached. We will invoice monthly in accordance with work completed to date. Payments are due and payable fifteen (15) days from the date of the invoice. Amounts unpaid thirty (30) days after the invoice date shall bear interest at the rate of 1.5% per month.

Information furnished by others is assumed to be true, correct, and reliable. A reasonable effort has been made to verify such information; however, the Architect/Engineer assumes no responsibility for its accuracy.

It is agreed that any liability of the Architect/Engineer is limited to the amount of the fee. Further, the Architect/Engineer's responsibility is limited to the Owner. The use by third parties of documents prepared as a part of this Agreement without the knowledge and consent of the Architect/Engineer shall be at the risk of the Owner and/or the third parties.

If the Owner cancels this Agreement, the Owner agrees to pay to the Architect/Engineer upon notice of cancellation for any time or costs incurred before receipt of said notice. Should either party of this Agreement institute legal



proceedings because of alleged failure to perform in accordance with its terms, the party against whom judgment is rendered shall pay for all costs, both legal and otherwise, incurred by the other in the course of said action.

Please indicate your acceptance of the terms and conditions of this Letter by signing and returning one copy of this Agreement. Receipt of the executed Letter will serve as our authorization to proceed with the Work.

Thank you for this opportunity to be of service.

Sincerely,

SCHMIDT ASSOCIATES, INC.

Ronald W. Fisher, AIA
Director of Operations
rfisher@schmidt-arch.com

Anna Marie Burrell, AIA
Principal
aburrell@schmidt-arch.com

Accepted this _____ day of _____, 2014

(Signature)

(Printed name and title)

- Copy: Tom Neff, Schmidt Associates, Inc.
- Kyle Miller, Schmidt Associates, Inc.
- Brett Quandt, Schmidt Associates, Inc.
- File

Hourly Rate Schedule

CEO – Principal / Director of Operations – Principal time is billed at the fixed rate of Three Hundred Twenty-five and no/100 Dollars (\$325.00) per hour.

Principal-In-Charge – time is billed at the fixed rate of Two Hundred Seventy-five and no/100 Dollars (\$275.00) per hour.

Project Manager – Principal / Engineering Quality Manager / Program Manager time is billed at the fixed rate of Two Hundred Twenty-five and no/100 Dollars (\$225.00) per hour.

Project Manager – Associate / Design Delivery Systems Manager / Construction Delivery Systems Manager time is billed at the fixed rate of Two Hundred and no/100 Dollars (\$200.00) per hour.

Project Manager / Project Coordinator / Energy Engineer / Technology Specialist / Design Architect / Sr. Project Architect / Sr. Engineer time is billed at the fixed rate of One Hundred Seventy-five and no/100 Dollars (\$175.00) per hour.

Construction Administration / Associate time is billed at the fixed rate of One Hundred Sixty and no/100 Dollars (\$160.00) per hour.

Engineer / Sr. Landscape Architect / Manager / BIM Specialist / Urban Planner/ LEED® Administrator / Controls Systems Specialist / Sr. Engineering Designer / Tech Resources Specialist time is billed at the fixed rate of One Hundred Fifty and no/100 Dollars (\$150.00) per hour.

Architect / BIM Designer / Technology Designer / Digital Media Specialist / Landscape Architect / Sr. Interior Designer time is billed at the fixed rate of One Hundred Twenty-five and no/100 Dollars (\$125.00) per hour.

Sr. Architectural Graduate / Civil Designer / Interior Designer / Engineering Designer / Sr. Administrative /BIM Coordinator time is billed at the fixed rate of One Hundred and no/100 Dollars (\$100.00) per hour.

BIM Technician / Architectural Graduate / Interiors Architect / Graduate Interior Designer / Graduate Engineer / Graduate Landscape Architect / Administrative time is billed at the fixed rate of Eighty and no/100 Dollars (\$80.00) per hour.

Office Support time is billed at the fixed rate of Seventy-five and no/100 Dollars (\$75.00) per hour.

Intern time is billed at the fixed rate of Sixty and no/100 Dollars (\$60.00) per hour.

Hourly rates include payroll expenses, taxes, insurance, overhead and profit, and local telephone. Staffing and equipment selection is at the discretion of Schmidt Associates, Inc.

Confidential - not for unauthorized distribution.

Rev. Effective August 15, 2011



Survey | Design | Construction

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NOTICE TO TAXPAYERS OF ADDITIONAL APPROPRIATIONS

Notice is hereby given the taxpayers of Western Boone County Community School Corporation, Boone County, Indiana that the proper officers, at their regular meeting place at 1201 N State Road 75, Thorntown, Indiana, at 7:00 p.m. on the 12th day of May, 2014, will consider the following additional appropriations in excess of the budget for the current year.

Fund Name: Rainy Day Fund	Amount
Major Budget Classifications: Capital Outlays	\$188,000
TOTAL For Rainy Day Fund:	\$188,000

Taxpayers appearing at the meeting shall have a right to be heard. The additional appropriations as finally made will be referred to the DLGF. The DLGF will make a written determination as to the sufficiency of funds to support the appropriations made within fifteen (15) days

Date: April 15, 2014

Michael Biesecker
Secretary of Governing Body

Appeal of Teacher Evaluation

BP 3135

Indiana law requires all teachers to be evaluated annually and that each teacher be placed in one of the four categories: Highly Effective, Effective, Improvement Necessary or Ineffective. The Western Boone School Board of Trustees will not entertain or decide appeals of individual teacher evaluations.

Date Adopted:



Western Boone Jr. Sr. High School
 Brad A. Hisey: Director of Bands
 1205 N. St. Rd. 75
 Thorntown, IN 46071
 765-482-6143 x3127
 FAX: 765-482-6146
 Brad.Hisey@webo.k12.in.us

Summer Band 2014

4th of July Parade

(Everyone)

July 1	5 pm - 8 pm	
July 2	5 pm - 8 pm	(6)
July 4 th PARADE	TBA... around noon	

Track Show Camp

(Marching Students Only)

July 21-25	8 am - 5 pm	
July 28-August 1	8 am - 5 pm	(90)

July 25 - Noblesville HS	5 pm depart
July 26 - Winchester HS	4 pm depart
August 2 - State Fair	ALL DAY

Total (96)



Date: April 14, 2014

To: Dr. Judi Hendrix
 Members of the Western Boone School Board

From: Tricia Reed, Director of Curriculum

Re: K-6 Elementary Reading Textbook Adoption

Members of the Elementary English/Language Arts Adoption Committee have selected the following curricular programs for the subjects of English/Language Arts and Spelling for the adoption period of July 1, 2014 through June 30, 2020:

Elementary English/Language Arts:	Grade K:	Scott Foresman Reading Street (current adoption)
	Grades 1-6:	Shurley English
Elementary Spelling:	Grades K-3:	Scott Foresman Reading Street (current adoption)
	Grades 4-6:	Zaner-Bloser Spelling Connections

Members of the Elementary ELA Adoption Committee selected Shurley English based on the strong, sequential format for grammar instruction. Committee reviews also indicated that the revised Shurley English program has been expanded and improved to include a heavier emphasis on writing instruction.

Elementary Reading Adoption Committee Members:

The following teachers served on the Elementary English/Language Arts Adoption Committee in 2013-2014:

	<u>Granville Wells Elementary</u>	<u>Thorntown Elementary</u>
Kindergarten	Ms. Jill Tolley	Miss Emily Faggetti
First Grade	Mrs. Kristi Schlesinger	Mrs. Jody Klingensmith
Second Grade	Mrs. Robin Miller	Mrs. Vicki Evans
Third Grade	Mrs. Allyson Gardner	Mrs. Nicole Wilson
Fourth Grade	Mrs. Christi Imes	Mrs. Kelly Fettig
Fifth Grade	Mrs. Becky Crawford	Mrs. Cindy Johnson
Sixth Grade	Mrs. Kathy Riner	Ms. Quella Rutledge

GENERAL FUND COMPARISON REPORT:

As of March 31, 2014, the General Fund cash balance is \$1,775,664.

At the end of March, 2014, we have had a total expenditure of \$2,839,066 or 23% of the total 2014 appropriation which is \$12,228,850.

Western Boone Non-Certified Employee Performance Evaluation Form

3/26/14

Name _____		Position _____		Evaluation Date _____		
Building _____		Supervisor _____		Years Experience _____		
Performance Evaluation Factors			Performance Assessment			
Consider each factor independently after reading the factor definition. Indicate your evaluation by placing the corresponding number in the appropriate box.			Mark 4, Exceeds Expectations: Goes above and beyond what is expected in duties and time.	Mark 3, Meets Expectations: Job performance meets what is expected of an individual in this classification.	Mark 2, Needs Improvement: Job performance is generally below expectations.	Mark 1, Does Not Meet Minimum Requirements: Job performance is so far below minimum expectations as to be unacceptable. Performance improvements must be accomplished and a Plan for Improvement is required for this rating.
Work Knowledge: Consider the employee's understanding of skills needed for the job.						
Work Quantity: Consider the amount of satisfactory work produced.						
Work Quality: Consider the neatness, accuracy, and excellence of work produced.						
Dependability: Consider attendance and punctuality.						
Judgment and Decision-Making: Consider the ability to make a decision form an opinion, or take action objectively, wisely, and with authority.						
Initiative: Consider amount of supervision required and the ability to initiate action						
Public Contact and Communications: Consider whether the employee is honest, tactful, helpful and courteous.						
Ability to Plan and Organize: Consider the ability to plan duties in an effective manner.						
Human Relations: Consider whether the employee works effectively and in a cooperative manner with other staff members and the public.						
Personal Safety: Consider whether the employee utilizes safety procedures when performing job duties.						
Total Points for each column			_____	_____	_____	_____
TOTAL POINTS on Evaluation = _____						
Performance Categories						
Highly Effective = 35-40 points						
Effective = 25-34 points						
Improvement Necessary = 18-24 points						
Ineffective = 17 and below points						
Employee must score 25 or greater to be eligible for annual pay raise.						
Comments About Employee's Job Performance:						
Recommendations: Do you recommend the continued employment of this employee: ___Yes ___No (attach explanatory statements)						
Supervisor Signature _____ Date _____						
I have read and received a copy of the above evaluation. I understand my signature does not indicate agreement.						
Employee Signature _____ Date _____						
Refusal to sign this evaluation may be considered to be insubordination and grounds for disciplinary action.						

To: Board Members

Re: Audit Report for 7/1/2011 – 6/30/2013

The overall audit was good with no major issues. The Indiana State Board of Accounts made some changes in the documentation requirements.

- 1) ADM (Average Daily Membership) report – need building administrator's signature
- 2) Schedule of Expenditures of Federal Awards – This was a new requirement placed on school corporations to have ready prior to the auditor's arrival. It lists all the federal grants receipts/expenditures within the audit period. Western Boone School Corporation had this report ready; however, we did not have a second signature on the report showing more than one person had reviewed the report.
- 3) Capital Assets Report – Any capital asset item over \$5,000 should to be listed on Western Boone's Capital Asset Report. Three separate purchases made thru the School Lunch Program and ARRA-Special Education Grant were mistakenly left off the report. They have been added onto the capital asset report.
- 4) Federal Fund Reimbursement Requests – The auditor's stated that there was not a second signature on reimbursement requests for federal funds such as School Lunch Program, Special Education, etc. There were no issues with the amounts which the corporation had requested to be reimbursed for. The auditors stated that we need to show that a second person is looking at the reimbursement request prior to submission.



ATTACHMENT

Western Boone County Community School Corporation
1201 North State Road 75
Thorntown, IN 46071
765.482.6333 o.
765.482.0890 f.
www.weboschools.org

Date: April 14, 2014
To: Dr. Judi Hendrix
Western Boone Board of School Trustees
From: Tricia Reed, Director of Curriculum
Re: Teacher Effectiveness Ratings

The Educator Effectiveness Ratings Report was released by the IDOE on Friday, April 4th. The report provided our administrative team with an opportunity to look at the teacher performance ratings reported for Western Boone compared with those of other districts across the state. The percentage of Western Boone teachers ranked in the Highly Effective and Effective Categories combined was comparable to the statewide results, with Western Boone reporting a combined total of 85.8% in the Highly Effective and Effective Categories, and statewide results reporting 87.58%. Western Boone reported 7.5% of teachers in the Improvement Necessary Category and 0 teachers as Ineffective Category. Administrators have helped teachers identified as needing improvement to develop improvement plans which include professional development in the areas of weakness and increased classroom observations. The Teacher Effectiveness Ratings appear to have a strong correlation to the recognition Western Boone has received from the Department of Education over the past two years. High standards, clear expectations, and support for teachers who seek improvement have resulted in each of Western Boone's schools earning a letter grade of an A for two consecutive years.

2012-2013 STAFF PERFORMANCE RESULTS

RATING	Statewide	Western Boone
HIGHLY EFFECTIVE	26.43%	17.50%
EFFECTIVE	61.15%	68.30%
IMPROVEMENT NECESSARY	2.03%	7.50%
INEFFECTIVE	0.39%	0.00%
NOT APPLICABLE/NOT EVALUATED*	10%	6.60%

*Educators Not Reported includes special circumstances when a final evaluation rating was not given (FMLA, retirement, resignation, teacher death, etc.).