

BOARD MINUTES

Regular Meeting of the Board

September 8, 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 AUGUST 11, 2014 MEETING

The Board President entertained a motion to approve the minutes of the August 11, 2014 Regular Board Meeting.

Board motion: So Moved

Motion: Mike Biesecker Second: Phil Foster (discussion) Vote: 6-0 with
Debbie Smith abstaining

EXECUTIVE SESSION

The Board President entertained a motion that nothing other than the advertised agenda was discussed at the Executive Session held on September 8, 2014 prior to the regular board meeting.

Board motion: So Moved

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

REPORTS

Radio-TV Presentation: Matt Foxworthy & Emma Haney

SCHOOL RESOURCE OFFICER

The Board President recommended the Board approve a trial agreement with the Boone County Sheriff Department for the hiring of a School Resource Officer for the 2014-15 school year based on receiving the one year matching grant.

Board motion: So Moved

Motion: Mike Martin Second: Phil Foster (discussion) Vote: 5-1 (Mike Biesecker)

Dr. Hendrix recommended the Board approve the contract between Western Boone and Indiana Department of Homeland Security for the Indiana Secured School Safety Agreement for the 2014-2015 school year.

Board Motion: So Moved

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

BOARD POLICY REVISION – BP 5070

Dr. Hendrix recommended the Board to approve the revised BP-5070, Grades and Grading.

Board motion: So Moved

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

BOARD POLICY REVISION – BP 6200

Dr. Hendrix recommended the Board to approve the revised BP-6200 Attendance Districts within WBCCSC.

Board motion: So Moved

Motion: Rick Davis Second: Phil Foster (discussion) Vote: 6-0

BOARD POLICY REVISION – BP 1140

The Curriculum Director recommended the Board to approve the revised BP-1140 Curriculum Development.

Board motion: So Moved

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

NEW BOARD POLICY – BP 1400

The first reading of new BP- 1400 Participation in Political Activities was included for examination and discussion by the Board.

BOARD POLICY REVISION – BP 1391

Dr. Hendrix recommended to the Board to approve the revised BP-1391 Possessing Firearms On School Property.

Board motion: So Moved

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

2015 BUDGET, 2015-2017 CAPITAL PROJECTS AND 2015-2026 BUS REPLACEMENT HEARINGS

- The Business Manager entertained a motion to open the **2015 Budget Hearing**.
Motion: Debbie Smith Second: Mike Martin (discussion) Vote: 6-0
- The Business Manager entertained comments and questions regarding the 2015 Budget.
- The Business Manager entertained a motion to close the **2015 Budget Hearing**.
Motion: Mike Biesecker Second: Phil Foster (discussion) Vote: 6-0
- The Business Manager entertained a motion to open the **2015-2017 Capital Projects Plan Hearing**.
Motion: Debbie Smith Second: Mike Martin (discussion) Vote: 6-0
- The Business Manager entertained comments and questions regarding the 2015-2017 Capital Projects Plan.
- The Business Manager entertained a motion to close **the 2015-2017 Capital Projects Plan Hearing**.
Motion: Mike Martin Second: Mike Biesecker (discussion) Vote: 6-0
- The Business Manager entertained a motion to open the **2015-2026 Bus Replacement Plan Hearing**.
Motion: Debbie Smith Second: Mike Martin (discussion) Vote: 6-0
- The Business Manager entertained comments and questions regarding the 2015-2026 Bus Replacement Plan.
- The Business Manager entertained a motion to close the **2015-2026 Bus Replacement Plan**.
Motion: Phil Foster Second: Mike Martin (discussion) Vote: 6-0

PROPERTY CASUALTY /AUTO/WORKERS COMPENSATION INSURANCE:

The Business Manager recommended the Board approve Hanover Insurance and Hasting Insurance for the 2014-2015 Property Casualty/Auto/Workers Compensation Insurance coverage for a total cost of \$183,102.

Board motion: So Moved

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

DONATIONS

Dr. Hendrix recommended the Board accept the donations from Vincennes University as listed on the included page labeled Vincennes University Donation list – 8/2014.

Board motion: So Moved

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

NON-CERTIFIED HANDBOOK REVISIONS

Dr. Hendrix recommended the Board approve the revisions as noted to the Non-Certified Handbook. Revisions are noted in Bold.

Board motion: So Moved

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

EXTENDED FIELD TRIP

Dr. Hendrix recommended the Board to approve the extended field trip for the Junior High Choir - Ali Long, teacher – to Kings Island and Cincinnati, Ohio for a Choral Performance on April 24-25, 2015.

Board motion: So Moved

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

NON RESIDENT TRANSFER REQUESTS

Dr. Hendrix recommended the Board approve the transfer of the following students for the 2014-15 school year as presented:

Jake Cline – 9th at Western Boone
Gage Hussing – 7th at Western Boone
Austin Ehrie – 10th at Western Boone
Alanne Martin – 7th at Western Boone
Brannon Martin – 7th at Western Boone
Jarett Martin – 10th at Western Boone
Kirra Martin – 3rd at Thorntown

Board motion: So Moved

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

PERSONNEL

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

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

Resignation:

Kyle Larsh, Thorntown Maintenance Tech effective 8/22/14
Gloria Arnold, Western Boone Custodian effective 8/20/14
Pam Martin, Thorntown part-time Cook effective 8/29/14

Employment:

Sarah Threlkeld-Berkopes, Occupational Therapist effective immediately.
Laura Fry, Western Boone Teacher as co-sponsor of the National Honor Society for the 2014-15 year.
Breane Frye, Western Boone 3rd shift Custodian effective 8/11/14.
Steven Huckleberry, Thorntown Maintenance Tech effective 9/2/14.
Michelle Ailes, Granville Wells Special Education Instructional Assistant effective 8/22/14.
Darcy Overman, Thorntown Special Education Instructional Assistant effective immediately.
Jana Way, Thorntown Special Education Instructional Assistant effective immediately.
LeeAnn Newby, Western Boone part-time Cook effective 9/2/14.

Beth Juillerat – Granville Wells Student Council for the 2014-15 year.
Allyson Gardner - Granville Wells Student Council for the 2014-15 year.
Kristi Schlesinger – Granville Wells Student Council for the 2014-15 year.
Tres Barker – Granville Wells Math Bowl for the 2014-15 year.
Julie Lester – Granville Wells Math Bowl for the 2014-15 year.
Linda Florey – Granville Wells Yearbook for the 2014-15 year.
Mitzi Johnson – Granville Wells Spell Bowl for the 2014-15 year.

Athletics:

Corrie Jones – Granville Wells 5th grade Volleyball Coach
Koren Gray – WeBo Girls Varsity Golf
Shannon Zimmerman – WeBo Asst JV Volleyball
Kayla Hieston – WeBo JV Cheerleading

Board motion: So Moved

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

CLAIMS

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

The Board President entertained a motion to accept claims as presented.

Board motion: So Moved

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

COMPARISON REPORT

OTHER

Dr. Hendrix recommended the Board approve the following:

Hire: Dottie Brown – 2nd Shift Western Boone Custodian effective 9/15/2014

Extend FMLA: Stefanie Ross to 11/10/2014

Resignation: Kimberly Thomas, Bus Driver for Route *9 effective 9/19/2014

Termination: Robin Culley – 2nd Shift Granville Wells Custodian effective 9/3/2014

Board Motion: So Moved

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

INFORMATION

Non Resident Transfer Student Numbers

Varsity Sports Records

DOCUMENT SIGNING

ADJOURNMENT

Board motion: So Moved

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

Grades and Grading

BP – 5070

The administrative staff shall devise and the Board of Education shall adopt a uniform grading system that shall be used by all teachers. Adequate reports of pupil progress shall be made to parents of all children enrolled. The Board acknowledges that the awarding of marks and the decisions relative to promotion and retention of children are serious responsibilities of teachers and administrators. It is the Board's policy to support its professional staff in this professional duty. The professional staff can be depended upon to make all such decisions in the best interest of children. Parents will be consulted with and informed when retention is advisable.

The uniform grading system is as follows:

90-100%	A
80-89%	B
70-79%	C
60-69%	D

Date adopted: 8/22/94
9/8/14

Attendance Districts within WBCSC

BP – 6200

The school corporation is divided into two districts for placement of elementary students. The boundaries for students attending Granville Wells Elementary School include the following townships; Jefferson, Jackson and Harrison. The boundaries for students attending Thorntown Elementary School include the following townships; Clinton, Sugar Creek and Washington. Children are to attend the school which is in the district in which they reside, unless special approval is granted by the Superintendent and the School Board.

Date Adopted: 08/22/24⁹⁴
09/08/14

CURRICULUM DEVELOPMENT

BP – 1140

Recognizing the vital role of curriculum development is providing children with appropriate educational experiences, the following principles shall be recognized and encouraged by the Board of Education.

1. The curriculum shall be recognized as a dynamic continuous process, rather than as a final, fixed entity or body of experiences and materials.
2. The process of curriculum development shall be conducted in a democratic manner and involve representatives of various areas of the education community.
3. The curriculum shall provide for the needs, interests, and abilities of individual children.
4. Curriculum evaluation will occur regularly and shall include representation from various stakeholders in the school community. When considered appropriate by the Board, curriculum evaluation shall involve additional representation from the community.

Date Adopted: 8/22/1994
9/8/2014

Participation in Political Activities

BP-1400

The Board recognizes the right of its employees, as citizens, to engage in political activity. However, the Board also recognizes that school property and school time should not be used for partisan political purposes except as provided for in policies pertaining to the use of school buildings by civic and political organizations.

Prohibited activities include the posting of political circulars or petitions, collection or solicitation of campaign funds, solicitations for campaign workers, the use of pupils in writing or addressing campaign materials, and the distribution of campaign materials on school district property or during school time. These activities would indicate that a school employee is using a position in the school corporation to further personal partisan views on candidates for public office or questions of public policy.

Nothing in this policy shall be interpreted as prohibiting teachers from conducting appropriate activities which encourage students to become involved in the political processes of the party of the students' choice or as independents; nor does it prohibit the use of political figures as resource persons in the classroom.

Date Adopted: 10/13/2014

POSSESSING FIREARMS ON SCHOOL PROPERTY

BP-1391

This policy applies to persons who may legally possess a firearm under Indiana law.

A firearm under this policy is any weapon that is capable of expelling, designed to expel, or may readily be converted to expel a projectile by means of an explosion and includes ammunition.

No school employee or school board member may possess a firearm in a school building or on school property while on duty as a school employee unless the firearm is locked in the trunk of the employee's vehicle, kept in the glove compartment of the employee's locked vehicle or stored out of plain sight in the employee's locked vehicle.

An employee who holds one of the following positions is authorized to carry a firearm in or on school property: School Resource Officer

LEGAL REFERENCE: I.C. 35-47-9-1
I.C. 35-47-11.1-4(6) [Applies only if public meeting prohibition is used.]
I.C. 34-28-7-2

Date Adopted: 09/08/2014



September 5, 2014

To: Dr. Judi Hendrix
Western Boone School Board

Re: Property Casualty/Auto Insurance
Workers Compensation Insurance

The Western Boone School Corporation's Property Casualty/Auto/Workers Compensation Insurance is up for renewal on September 16th, 2014. In the past, we have obtained quotes for this coverage on a three year cycle. This being the end of the third year, quotes were received from three agents.

Michael Burtron of Jackson McCormick Insurance provided a quote from Hanover and Selective Insurance with the workers compensation coming from Hastings Insurance. Adam Adler of Arthur J Gallagher & Company quoting with Wright Specialty/Caitlin Indemnity Company with workers compensation from North Pointe Insurance. Byron Porter provided a quote for workers compensation from IPEP. Each agent was provided the same specifications in order to provide these quotes.

Western Boone's current Property Casualty/Auto coverage is with Hanover Insurance and the Workers Compensation is with Eastern Alliance with Jackson McCormick being the agent. Our total expense for the 2013-2014 Property Casualty/Auto/Workers Compensation Insurance was \$202,049.

2014-2015 Total Quotes:

Hanover Insurance / Hastings Insurance - \$183,102
Selective Insurance / Hastings Insurance - \$183,611
Wright Specialty/Caitlin / North Pointe Insurance - \$181,725
IPEP - \$67,930 (Work Compensation only)

This year the total quotes came in very close which meant that we looked at the differences within the quoted coverage. Caitlin/Wright Specialty provided a cheaper quote; however, it has a few areas the coverage quotes had lower limits and the auto coverage had a higher deductible. IPEP did not compete due to cost.

It is my recommendation that we stay with Hanover Insurance for the Property Casualty/Auto Insurance coverage and we accept Hastings Insurance for the Workers Compensation coverage with both being represented by Jackson McCormick. They have served Western Boone very well over the last three years and this local continuity is beneficial to our corporation.

Sincerely,

Vivian Norman
Business Manager

Vincennes University Donation list-

08/2014

All values are estimated at new cost. Most equipment is approximately 8 to 10 years old.

- 3 JVC Video Cassette Recorder BR-d85u (\$18,500 each)
- 1 JVC Editing Control Unit RM-G820u (\$5000)
- 3 Anton Bauer Camera Lights with 6 replacement bulbs. (\$250 each)
- 6 Anton Bauer Brick Batteries (\$350 each)
- 2 Anton Bauer Chargers (\$1,200 each)
- 2 Bogen Monfrotto 3066 Tripod System (\$3,000 each)
- 3 Digital Frame Sync Generators- DPS-265 (\$3,000 each)
- 1 Sony 325 Studio Camera System with Viewfinder, Camera Control Unit, Power Supply and cabling (\$2,000)
- 1 JVC Camera Power Supply (\$250)
- 3 JVC D9 Camcorder- DY-70 (\$15,000 Each)

before the end of that five hours. You may receive two (2) meal breaks (30 min. paid lunch) if you work more than eight (8) hours at one time.

PROBATIONARY PERIOD

All new employees will serve a probationary period of 90 calendar days. No later than thirty (30) calendar days prior to the completion of the probationary period, the employee shall receive a written evaluation by their immediate supervisor concerning the employee's work performance. This evaluation shall be used to determine if the employee is to be employed on a regular basis or terminated. During the probationary period:

1. Any leave days and holidays shall not be compensated.
2. Requests for extended sick leave, family illness leave, personal business leave, and leave without pay shall not be granted.
3. Health Insurance is available to probationary employees within 30 days of hire. No additional benefits or compensation will be honored during this probationary period unless so required by law.
4. If an employee is experiencing problems, such problems should be discussed with the employee's immediate supervisor so that every effort can be made to correct any difficulties.

Upon satisfactory completion of the probationary period, all necessary paperwork relating to eligible benefits will be completed prior to the first regularly scheduled workday and will be sent to the Payroll department. Employees successfully completing the probationary period will be entitled to leave days as noted in Support Staff Benefit Schedule.

PLACEMENT ON SALARY SCHEDULE

New employees are placed on the salary schedule based on position and years of service with WBCSC. The School Corporation considers all factors it deems appropriate in setting a new employee's hourly wage. The Support Staff Pay Scale may be adjusted at any time and in the sole discretion of the School Corporation. **Salary increases will only be allowed with an annual evaluation rating of highly effective or effective.**

CRIMINAL BACKGROUND CHECK

To safeguard students and staff, the Board requires a criminal background check of each applicant recommended for employment.

PHYSICAL EXAMINATION

The Board or Superintendent may require an employee or candidate to submit to physical examination by an approved physician in order to determine employment status. Board policies and guidelines will be followed.

STANDARDS FOR PERSONAL CONDUCT AND JOB PERFORMANCE

The School Corporation hopes that your working relationship with us will be mutually satisfactory. However, an individual's employment will continue only so long as the employee is satisfied with the School Corporation and the School Corporation is satisfied with the employee's performance and growth. Just as the employee may resign at any time, he/she may be discharged at any time. The School Corporation makes no promise of continued employment or employment for a specified period of time.

Any employee who fails to perform his/her job satisfactorily or is otherwise guilty of misconduct may be subject to discipline. Conduct on or off the job that reflects unfavorably on the School Corporation

The employee shall (**will**) be evaluated at least annually by his direct supervisor or a building principal. Said evaluation shall note exemplary (**highly effective**) and satisfactory (**effective**) practices as well as areas of concern (**improvement necessary**) or deficiency (**ineffective**). Any noted area of concern or specific deficiency shall have recommendations for improving same. The supervisor or principal may hold a conference with the employee to discuss the written evaluation. At the conclusion of the conference, the supervisor or principal will provide the employee an opportunity to sign copies of the evaluation. An employee's signature may be only an indication of the receipt of the evaluation, or may include a statement to the acceptance of the evaluation. If the signature only represents the receipt of the copy of the evaluation, the employee may submit a written statement in response to the evaluation within three (3) days. This response will be attached to the evaluation and kept in the employee's personnel file. **Employees receiving an evaluation of improvement necessary or ineffective will be ineligible for any pay increase.**

CHILD ABUSE/NEGLECT

Any school official or employee who has reason to believe that a child is a victim of child abuse or neglect shall make an immediate oral report to the school building principal, said principal to thereafter make an immediate oral report to the local child protection service or the police. The school official or the employee shall verify that the school building principal has made an immediate oral report to the local child protection service or the police.

DRUG ABUSE REPORTING RESPONSIBILITY

As of July 1, 1987, House Enrolled Act 1875 requires employees to report to a member of the administrative staff any crime involving drugs which occur on or within 1000 feet of school property or on a school bus. You must make this report within 24 hours to your administrative staff.

SEXUAL HARASSMENT

The School Board recognizes that a support staff member's right to freedom from employment discrimination includes the opportunity to work in an environment untainted by sexual harassment. Sexually offensive speech and conduct are wholly inappropriate to the harmonious employment relationships necessary to the operation of the corporation and intolerable in a work place to which the students of this corporation are exposed. The Superintendent shall instruct all support staff and agents of the Board to recognize and correct speech and behavior patterns that may be sexually offensive with or without the intent to offend.

The School Corporation is committed to providing a work environment free of job-related sex discrimination and unlawful harassment. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other similar verbal, visual or physical conduct creating an intimidating, hostile or offensive work environment. Examples of conduct which may create a hostile environment include, but are not limited to: threats or intimidation of sexual relations or contact which is not freely or mutually agreeable to both parties; verbal abuse of a sexual nature; jokes, pranks, gestures or remarks of a sexual nature; sexually suggestive objects, posters, calendars or pictures; sexually degrading words; and propositions of a sexual nature.

Sexual harassment does not refer to socially acceptable behavior. It refers to behavior that is not welcome, is personally offensive, lowers morale and therefore interferes with work effectiveness. No employee shall threaten or insinuate, either explicitly or implicitly, that another employee's refusal to submit to sexual advances will adversely affect the employee's employment status, evaluation, wages, advancement, assigned duties, shifts or any other condition of employment or career development.

GENERAL FUND COMPARISON REPORT:

As of August 31, 2014, the General Fund cash balance is \$1,947,773.

At the end of August, 2014, we have had a total general fund expenditure of \$7,220,929 or 59% of the total 2014 appropriation which is \$12,228,850.

August was the last three-payroll month for 2014.

Non-Resident Students

