

MINUTES

WEST LAFAYETTE COMMUNITY SCHOOL CORPORATION
1130 N. Salisbury Street
West Lafayette, Indiana

REGULAR MEETING OF THE BOARD OF SCHOOL TRUSTEES
Wednesday, February 12, 2014

PRESENT: Mr. Alan R. Karpick; Mrs. Karen S. Springer; Mr. Brad W. Marley; Mr. Brian J. Bittner; Mrs. Dianne B. Sautter; Mr. Thomas H. Schott; Mrs. Rachel Witt; and Mr. Ross L. Sloat, Assistant Superintendent.

EXCUSED: Dr. Rocky D. Killion, Superintendent

President Karpick called the meeting to order at 6:34 P.M.

I. ROUTINE BUSINESS

A. A motion was made to approve the revised agenda for the Wednesday, February 12, 2014, Regular Meeting of the Board of School Trustees.

Motion by: Mrs. Sautter Seconded by: Mr. Schott Vote: 7 of 7

B. Approval of Minutes –January 8, 2014

A motion was made to approve the following minutes:

Organizational Meeting

Regular Board Meeting

Annual Meeting of Board of Finance

Motion by: Mrs. Springer Seconded by: Mr. Marley Vote: 7 of 7

II. COMMUNICATION FROM THE AUDIENCE – CURRENT AGENDA ITEMS - None

III. UNFINISHED BUSINESS – None

IV. NEW BUSINESS

A. Academic Achievement – Facilities Study RFP

Mr. Sloat referenced a Request for Proposal made available to board members. The purpose of this document is to disseminate information to architects and engineering firms for them to provide a quote of their cost to the school district for a feasibility study. The firms will be required to provide school officials with their history of other projects they have completed for schools and will also be asked to attend a mandatory pre-bid conference on February 20 to discuss the school corporation's expectations and format of the final document. The proposals will then be graded on various scoring components, which will be compiled by the Facilities sub-committee. The committee will then make a presentation and recommendation to the School Board on a firm to consider. If the Board approves the RFP tonight, the school district will subsequently work with KJG Architecture in distributing the RFP to selected qualified architectural and engineering firms.

A motion was made that the Board of School Trustees approve the Request for Proposal as presented.

Mrs. Springer noted that the sub-committee had met and reviewed the proposed RFP and made a few minor changes to the document. Additionally, the mandatory pre-bid meeting date was moved back to allow firms more time to prepare. Also, site tours were scheduled on February 24-25 for the architectural and engineering firms.

Motion by: Mr. Bittner

Seconded by Mrs. Springer

Vote: 7 of 7

Mr. Sloat further explained that KJG Architecture was being proposed to assist with this project in a consulting capacity. KJG has a history with the school corporation's buildings, including many engineering drawings; therefore, they may be able to assist the firms in submitting RFPs. KJG itself would not submit a proposal for a study. A written agreement was developed outlining KJG's scope of its consultant work, fee, etc.

A motion was made that the Board of School Trustees approve the proposed agreement with KJG Architecture for consulting services in the RFP process.

Motion by: Mrs. Sautter

Seconded by Mr. Schott

Vote: 7 of 7

B. Budget Order / Bus Replacement Appeal

Recommendation: Mr. Sloat recommended that the Board consider obtaining quotes for a new bus.

Mr. Sloat presented an overview of the 2014 tax year that included spreadsheets reflecting five years of what the corporation had budgeted. He briefly reviewed the comparison of major funds for the past few years, including the current 2014 year and explained why each fund had either increased or decreased. The total of all budgets for 2014 is \$29,562,479, which is a slight decrease compared with 2013.

Mr. Sloat also referenced the tax rates for each fund and noted that the total tax rate for 2014 is \$1.2777, and the approved tax rate on the Referendum Fund is \$0.3700. He also referenced the approved tax levy amounts and compared each fund's levy with 2013. The total 2014 tax levy is 4.62% compared with 1.26% in 2013. Mr. Sloat continued a review of budget comparisons by referencing the assessed valuation numbers, noting the Referendum Fund increased from 3.06% in 2013 to 4.63% for 2014.

Mr. Sloat also reviewed amounts of revenue collections of 2012-2013 and offered reasons for increases or decreases in the various funds. Additionally, he reviewed expenditure comparisons for individual funds and reasons for any changes. A comparison of cash balances for 2012 and 2013 was also shared.

In summary, after several appeals to the Department of Local Government Finance, Mr. Sloat was successful in obtaining a higher levy for the Bus Replacement Fund. It is now thought to be in the school district's best interest to purchase a new bus at an approximate cost of \$120,000, and Mr. Sloat explained how this could be accomplished. He noted there had been some conversation regarding the possibility of also replacing one of the activity buses. He will initiate a discussion with CityBus on the pros and cons of possibly re-conditioning the activity vehicle versus purchasing a new one, therefore, the activity bus issue could be delayed until summer.

A motion was made that the Board of School Trustees approve the administration pursue obtaining quotes for a new school bus and a new activity bus.

Motion by: Mr. Bittner

Seconded by: Mr. Schott

Vote: 7 of 7

C. Circuit Breaker / Protected Tax Bills

A few years ago a circuit breaker law was passed by the House to help Indiana taxpayers by ensuring that their taxes are capped. New legislation is currently being proposed to protect the Debt Service Fund from circuit breaker distribution. Mr. Sloat reviewed the specific amounts of loss from each West Lafayette school district fund both before a law without protected levies and the current law with protected levies. He stated that the school corporation experienced an 8.2% levy lost without protected levies and a 19.1% loss in all funds with protected levies (except the Referendum Fund on which there is no circuit breaker reduction). Because several Indiana schools would lose 100% of

their CPF and lose 100% of their Transportation levy if the law with protected levies is passed, legislators concurred to provide some relief to schools that are 20% or below the amount of levy lost. School administration officials are currently working with local legislators to see if they can enact some changes.

D. Rise Above the Mark Documentary

Mr. Sloat reported that the documentary will be shown Friday, February 28 at Clowes Hall in Indianapolis, and all tickets for the 2,400 seat capacity theater have been distributed. The event will be followed by a panel of education experts discussing the challenges faced by public education, the effects of charter schools, vouchers, and testing.

E. Cumberland Avenue Easement

Mr. Sloat referenced the City's plans for a road improvement project along Cumberland Avenue between Salisbury Street and Soldiers Home Road and how it will affect the area around Cumberland School. The project will include addition of a 10' wide multi-use lane on the north side of the street and a 5' sidewalk added to the south side. Project Coordinator Bob Troyer pointed out the specific area involved on the drawings and explained how parking will be configured. In return for the City's purchase of a small amount of land and easement, the school corporation's holding company has agreed to donate the money back to the City of West Lafayette in the total amount of \$24,755. The land being purchased by the City is 0.087 acres and 1.515 acres of temporary easement. The City will subsequently be making approximately \$300,000 worth of land improvements in the area near the school including parking layout and paving, sidewalk, curbs, etc. The City's specific timeframe for beginning the project is unknown at this time.

A motion was made that the Board of School Trustees approve the transfer of designated real estate to the City of West Lafayette, allow for the temporary easement, and donate the estimated \$24,755 cost back to the City.

Motion by: Mr. Bittner

Seconded by: Mrs. Springer

Vote: 6 of 6

One (1) abstention (Marley)

F. DOE Waiver

Recommendation: Mr. Sloat recommended that the Board of School Trustees approve making up snow days not waived by the IDOE.

Mr. Sloat summarized the lost instructional days missed to date (November 18, January 6-7-8, January 28, and February 5). Of the six lost days, the Indiana Department of Education has waived the first four. If there are no more weather issues, the district will have two days to make up, and it is proposed to make up those days on Monday, February 17 and Friday, April 18, 2014.

A motion was made that the Board of School Trustees approve the school district being in session February 17 and April 18, 2014, as recommended.

Motion by: Mrs. Sautter

Seconded by: Mrs. Springer

Vote: 7 of 7

G. Overnight / Out-of-State Field Trips

Recommendation: Mr. Sloat recommended that the Board of School Trustees approve multiple field trips for the Jr./Sr. High School.

Mr. Sloat summarized the requested trips.

- (**Retro**) Debate Team to Ben Davis H.S., Indianapolis, to participate in IHSFA State Debate Tournament; departed Fri., Jan. 31 at 1:30 P.M.; returned Sat., Feb. 1, 2014 at 9:30 P.M. (24 students).

- Robotics Team to Rose-Hulman, Terre Haute, IN, to participate in FIRST Robotics Regional Competition; departing Thurs., Mar. 6 at 6:00 A.M; returning Sat., Mar. 8, 2014 at 9:00 P.M. (24-28 students).
- Music Department to New York City to perform in a public venue for a large audience and visit historical landmarks; departing late afternoon of Sun., Mar. 16; returning morning of Fri., Mar. 21, 2014, (137 students).
- English Literature A Class, to Chicago Shakespeare Theater, departing 7:30 A.M., Thurs., Mar. 6; returning approximately 5:00 P.M. Mar. 6, 2014 (23 students).

A motion was made that the Board of School Trustees approve the four (4) field trips for the West Lafayette Jr./Sr. High School as presented.

Motion by: Mrs. Springer

Seconded by: Mrs. Witt

Vote: 7 of 7

H. Revised Personnel Report

Recommendation: Mr. Sloat recommended that the Board of School Trustees approve the names and administrative requests reflected in the Personnel Report.

A motion was made by Mr. Marley and seconded by Mr. Schott to approve the report; however, following questions and additional discussion the motion was revised.

A motion was made to approve the revised Personnel Report pending investigation of one employment recommendation until additional information is provided.

Motion by: Mrs. Sautter

Seconded by: Mrs. Witt

Vote: 7 of 7

I. Accounts Payable Vouchers

Recommendation: Mr. Sloat recommended the Board of School Trustees approve the audited vouchers.

Mr. Sloat referenced one error and provided additional explanation of some of the major payables reflected.

A motion was made that the Board of School Trustees approve the claims as presented.

Motion by: Mrs. Springer

Seconded by: Mr. Bittner

Vote: 7 of 7

V. INFORMATION TO THE BOARD -None

VI. BOARD AND SUPERINTENDENT REPORTS

Community Council (Mr. Schott) – Mr. Schott reported on the last two meetings and various activities at the schools, including the Cumberland Winter Carnival, a well-attended fifth grade movie night, and upcoming February 24 upperclassmen etiquette dinner. Dr. Killion had reported on the waivers and provided construction updates.

Board-Teacher Discussion (Mrs. Sautter) – The meeting consisted primarily of information provided by Dr. Killion including an update of the RISE premiere to be held at Clowes Memorial Hall February 28, waivers which had not yet been received, independent analyses in conjunction with construction projects, the proposed anti-bullying policy, climate audits being conducted in the school buildings in conjunction with the facilities studies, and construction updates.

WL Schools Education Foundation (Mrs. Sautter) – Mrs. Sautter reported that President Liz Krause has created a proposed a calendar of events and projects the foundation needs to accomplish. The organization has five new directors, and an orientation packet has been prepared for them. The West Side Story will be held Saturday, March 29 at Four Points by Sheraton. Online bidding has started for the West Side Story auction items. Tickets for the event may be obtained from Hallie Gorup or ordered online at www.wlsef.org.

Eleven teachers applied for Foundation grants, and four fully-funded grants will be announced tomorrow.

Legislative Liaison (Mr. Bittner) – Mr. Bittner recently attended his first Third House meeting as the School Board's legislative liaison and found the proceedings extremely interesting. He has been assigned as a member of the Education Committee. The Third House meets on Saturdays during the time the General Assembly is in session (January 16 through March 6). Members of Third House review and comment on pending bills and hear from local legislators on the previous week's activities at the statehouse.

Parks and Recreation (Mrs. Springer) – Mrs. Springer referenced a report of 2013 Park Board Highlights made available for School Board members. Mr. Schott interjected that Park Board representative Chris Foley wanted school officials and staff to be aware of the upcoming construction planned for Navajo and Salisbury Streets (June-August). Major construction is also planned for Happy Hollow Road which will be one lane only for approximately one year.

Creative Team/PR (Mr. Karpick) – The committee is slowly phasing out to some extent with completion of the *RISE* documentary; however, they continue to work with the Education Foundation on an issue regarding the film.

VII. COMMUNICATION FROM THE AUDIENCE (*NON-AGENDA ITEMS*) - NONE

VIII. FUTURE MEETINGS

--Tues., Feb. 25; Joint Work Session of Tippecanoe County Schools; 6:30 P.M.; Hiatt Center, 2300 Cason St., Lafayette, IN

--Wed., Feb. 26; WLCSC Work Session, 6:30 P.M. (*if needed*)

--Wed., Mar. 12; Regular Board Meeting; 6:30 P.M., Floyd Administration Center

IX. ADJOURNMENT - The meeting was adjourned at 7:35 P.M.

PERSONNEL REPORT

I. ADMINISTRATIVE RECOMMENDATIONS

A. Lost Instructional Time

The administration requests standing permission that when WLCSC receives IDOE waivers to not make up school days, that the administration be permitted to pay classified staff, who were approved by their supervisor, to receive compensation for the day(s) not in session, and to grant an extra benefit day to those who did work. This would be effective January 1, 2014, so that the administration can cover the days already waived by IDOE (Jan. 6-8). With the Board's permission, this would become a standard operating procedure.

B. Classified Severance

Permission is requested to give Misty Jones her WLCSC office iPad as part of her severance (Serial No. DN6JFEFSDFJ1).

C. Professional Development

Permission is requested for the Superintendent and Director of Development to attend the National School Public Relations Conference July 13-16 in Baltimore, Maryland, to show the *Rise Above the Mark* documentary. The NSPRA will pay for travel, hotel expenses, and partial food. Permission is also requested for WLCSC to cover incidentals (travel to and from the airport, food costs not covered by NSPRA). NSPRA is making a donation to WLSEF for showing *Rise Above the Mark*.

D. Permission is requested to reimburse Ann Harding \$113.00 due to a withholding error of her Section 125 pre-tax deposit.

E. The administration also requests permission to add a special education position to Happy Hollow School for the remainder of the school year to assist with a special needs student.

II. CLASSIFIED STAFF

A. Position Changes:

1. **Naher, Nazmun, from Lunchroom Supervisor to Special Education Paraprofessional-Cumberland Elementary School;** effective January 15, 2014 (addition).

2. **Platt, Tracy, from Part-Time Kindergarten Substitute to Paraprofessional Substitute-Cumberland Elementary School;** effective January 29, 2014.

3. **Troyer, Diane G., from Substitute Teacher to Part-Time Paraprofessional-Cumberland Elementary School;** 3 hours per day; \$11.04 per hour; effective January 6, 2014 (addition).

B. Employment:

1. **Knies, Grant M., Bus Driver;** \$18.92 per hour; effective January 6, 2014 (addition).

2. **Lancaster, Matthew C., Kindergarten Paraprofessional-Cumberland Elementary School;** 3 hours per day; \$10.61 per hour; effective January 29, 2014 (replacement for Tracy Platt).

3. **Lopez, Katelyn A., ENL Instructional Assistant-Cumberland Elementary School;** 6.5 hours per day; \$11.04 per hour; effective January 6, 2014 (replacement for Nazmun Naher).

4. **Spurlock, Nicole, Special Education Instructional Assistant-Cumberland Elementary School;** 6.5 hours per day; \$11.04 per hour; effective January 6, 2014 (addition).

III. COACHING / EXTRA CURRICULAR ACTIVITIES 2013-2014

A. Resignation:

Brock Norton, H.S. Wrestling Assistant, effective January 16, 2014.

<u>Name</u>	<u>Position</u>	<u>Category</u>	<u>Exp.</u>	<u>Dates</u>	
Sam Shoaf	H.S. Wrestling	Assist. IV	0	Jan. 17, 2014 – Feb. 22, 2014	
Tim Whiteaker	H.S. Baseball	Assist. IV	6	Mar. 17, 2014 – Jun. 21, 2014	
Alex Kampf	H.S. Boys' Track	Assist. IV	2	Feb. 17, 2014 – Jun. 07, 2014	
Chris Williams	H.S. Girls' Track	Assist. IV	9+	Feb. 17, 2014 – Jun. 07, 2014	
Rod Zambrows	H.S. Girls' Track	Assist. IV	9+	Feb. 17, 2014 – Jun. 07, 2014	0.5
Joe Warner	H.S. Girls' Track	Assist. IV	9+	Feb. 17, 2014 – Jun. 07, 2014	0.5

David Joest	H.S. Boys' Track	Assist.	Vol.	N/A	Feb. 17, 2014 – Jun. 07, 2014
Andy Dunn	H.S. Boys' Track	Assist.	Vol.	N/A	Feb. 17, 2014 – Jun. 07, 2014
Brendan Knapp	H.S. Boys' Track	Assist.	Vol.	N/A	Feb. 17, 2014 – Jun. 07, 2014
Michael Ooms	H.S. Boys' Track	Assist.	Vol.	N/A	Feb. 17, 2014 – Jun. 07, 2014
Danielle Roberts	H.S. Girls' Track	Assist.	Vol.	N/A	Feb. 17, 2014 – Jun. 07, 2014
Maggie Roegner	H.S. Girls' Track	Assist.	Vol.	N/A	Feb. 17, 2014 – Jun. 07, 2014
Whitney Tudor	7 th Grade Girls' Basketball	Assist.	Vol.	N/A	Feb. 10, 2014 – Mar. 15, 2014
Joshua Haynes	H.S. Boys' Track	Assist.	Vol.	N/A	Feb. 17, 2014 – Jun. 07, 2014