

MINUTES

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

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

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

EXCUSED: Mr. Thomas H. Schott

President Karpick called the meeting to order at 6:30 P.M.

I. ROUTINE BUSINESS

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

Motion by: Mrs. Sautter

Seconded by: Mrs. Witt

Vote: 6 of 6

B. A motion was made to approve minutes of the Regular Board Meeting of February 12, 2014.

Motion by: Mrs. Springer

Seconded by: Mr. Bittner

Vote: 6 of 6

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

III. UNFINISHED BUSINESS – None

IV. NEW BUSINESS

A. Academic Achievement – bornlearning® academy

Recommendation: Dr. Killion recommended that the Board of School Trustees approve a joint resolution among the three local school corporations to provide collaborative educational services.

Dr. Killion reported that the three Tippecanoe County school districts have partnered with local organizations and formed a community commitment to education partnership. That partnership resulted in development of the recent successful Read to Succeed Program; however it was agreed that early childhood education is a missing piece in the State of Indiana, and conversations during a recent collaborative meeting of the school districts involved moving forward with additional ways to help parents prepare their children to become ready for school. The community commitment to education partners have an opportunity to help schools achieve that early childhood issue through the bornlearning® academy program.

Dr. Killion introduced Gary Henriott of the Henriott Group who recognized Laura Carson, Associate Executive Director of United Way. Mr. Henriott explained the origins of this effort for community education stating that in addition to the three Tippecanoe School districts, the other two partners are United Way and Greater Lafayette Commerce. However, in addition to the five-core members, there are 80-90 business partners that contribute funds, support volunteers for Read to Succeed, and adopt education friendly business policies.

Ms. Carson interjected that the Read to Succeed Program began three years ago as a pilot program in one school, and from there it has grown into 15 schools with 500+ volunteers and it is anticipated that number will expand. Next year the Read to Succeed Program will be in all 19 elementary public schools in Tippecanoe County. Mr. Henriott offered that following the success of the Read to Succeed program, the partners began discussions regarding early childhood education. To assure that our third

graders are able to read at third grade level and above, it is imperative that kindergartners enter school ready to go. It is estimated that of the 2,000 children entering kindergarten in Tippecanoe County, 40-45% of them are not ready. Following discussions among the partners regarding kindergarten readiness, a document was developed called Steps to School Success as outlined by the kindergarten teachers and school officials. This document defines what school readiness actually is, both socially and academically. It is now online and being shared among the three school corporations and is also being used by other school corporations in Indiana.

Ms. Carson explained that bornlearning® is a public awareness campaign started through United Way several years ago and is the work of the Ad Council, United Way Worldwide, and families and schools together. It is designed to bring awareness to the need for early childhood education and to teach parents and caregivers that any moment during the day can be a learning moment. The program is intended to give parents and caregivers tips on how they can engage their children, and it includes materials for distribution, public service announcements (PSAs), and various kinds of activities that families can do together.

The bornlearning® system and bornlearning® academy come with pre-packaged materials that will be purchased to use in our community. The bornlearning® message will be disseminated throughout the community via local organizations and social service agencies such as WIC, Healthy Families, Riggs Community Center, pediatricians, etc. Ms. Carson also stated that the materials will go to parents and caregivers through those avenues as well as through United Way via its network of childcare providers and also by the workplace through employer newsletters, flyers, and posters and later through PSA's and billboards.

Beginning this fall, it is anticipated to have five schools as a pilot project in Tippecanoe County offering bornlearning® academies. Mr. Henriott stated that this involves utilization of school facilities in the evening, and it is hoped to establish a cohort of 30 families in each school. The focus of bornlearning® academies involves pre-childhood readiness but is focused on parents rather than the children and is intended to empower the parents and assure that they are the first and best teachers of their children. Families will be identified for participation through principals and administration who can distinguish the children, and it is hoped to have a mix of socio-economic families in the group. There will be a series of 8 monthly workshops led by hired, interested and willing school staff (teachers, counselors, etc.). The sessions will also include a meal provided by Food Finders at the school for the families who will help prepare and eat the meals and be given recipes to take home as a learning process. There will also be activities every month for the group, skills for the children to practice, mini lectures for the parents, and much information to take home. A goal is to get the parents and children into our schools and help them feel comfortable, help them develop relationships; help them get to know the teachers and principals, and to know where things are located.

The community for education partnership will be supported by a grant from the North Central Health Services. Funding is established for the first 3 years, with funding provided for years 4 and 5 if the coalition's efforts are successful. The pilot will begin with five schools with the hope of expanding to other schools. The concept is somewhat new but it has proven to be successful, and it is a measureable, quantifiable program. Mr. Henriott responded to questions from Board Members.

A motion was made that the Board of School Trustees approve the resolution to participate in the early learning program as presented.

Motion by: Mrs. Sautter

Seconded by Mr. Marley

Vote: 6 of 6

B. Food Service Presentation

Superintendent Killion recognized Mr. Jim Tyner, Director of Food Services, who updated the Board on the department's activities and explained modifications to the National School Lunch Program and School Breakfast Program as required by the Healthy, Hunger-Free Kids Act of 2010. Mr. Tyner

reported that sodium must be reduced by 10%. This reduction was anticipated 2 years ago, therefore, the school purchased the NutriKids Nutritional Program which allows the department to determine the calories needed and shows the nutritional analysis for the menus. Mr. Tyner explained specifically how the sodium reduction will be achieved, including preparation of more "from scratch" cooking rather than purchasing processed foods. There will be other forthcoming changes at the High School involving the snack bar to comply with the new "smart snacks in school" ruling to ensure healthy choices are made available to coordinate with the healthy regular meals, which Mr. Tyner explained in detail. Mr. Tyner also stated that consideration is being given to piloting a breakfast program for the elementary schools. If implemented, the breakfast will need to be served in a timely manner without disruption to classroom participation. No definitive timeline has been determined until adequate research has been conducted.

Mr. Tyner reported that with recent changes and items added to the menu, more and more students are choosing to stay in during the lunch period. He stated that the food services staff works well as a team and has a goal of serving healthy, nutritious meals to the students and staff. Mr. Tyner responded to questions from Board Members.

Mr. Sloat referenced a financial summary of the school lunch fund expenses/revenue for 2009 to 2013 reflecting changes through the years. He noted the current price of lunches at the schools, percentage of students purchasing plate lunches, and per cent of revenue generated. Mr. Sloat also explained the amount of reimbursement received from the government for paid tray lunches and reimbursement for the free-and-reduced lunches. It was also noted that a' la carte items at the High School remain popular and generate substantial revenue. Mr. Sloat commended Mr. Tyner for continuing to increase food quality and food options which have resulted in increasing the number of students purchasing meals. Mr. Tyner interjected that a "B" lunch option was also added at the elementary schools which increased student participation numbers.

Mr. Tyner indicated that lunch prices will likely remain the same for the 2014-2015 school year although some consideration may be given to increasing the cost of a' la carte items.

C. Student Code of Conduct

Recommendation: Dr. Killion recommended that the Board of School Trustees approve the anti-bullying language.

School officials have been working on the anti-bullying requirements, and the next step is to place the appropriate language in the Student Code of Conduct. The language resulted from discussions between principals and their safety teams and is from Indiana Code.

A motion was made that the Board of School Trustees approve the proposed language to be placed in the Student Code of Conduct.

Motion by: Mr. Bittner

Seconded by Mrs. Springer

Vote: 6 of 6

D. Red Cross Agreement

Recommendation: Dr. Killion recommended that the Board of School Trustees approve continuing the agreement with the local American Red Cross to use School Corporation facilities for emergency shelter.

Dr. Killion explained that this agreement is renewed annually and is a request from the Red Cross to use School Corporation facilities as mass shelters for victims in case of major disasters.

A motion was made that the Board of School Trustees approve the Red Cross Emergency Shelter Agreement as presented.

Motion by: Mr. Marley

Seconded by Mrs. Witt

Vote: 6 of 6

E. Elementary Summer School

Recommendation: Dr. Killion recommended that the Board approve an elementary summer school program.

Dr. Killion explained that this concept would be for both Cumberland and Happy Hollow Schools. The Indiana Department of Education allows certain reimbursements which can be up to 100%, depending upon the type of class and size of the class. Following discussions with building principals, it was concurred to pursue remediation, especially at the language arts level and possibly also math for those students who are on the threshold or not quite up to the desired level regarding ISTEP. Last year the school conducted a summer elementary session at Cumberland, which worked very well. School officials would like permission to gather information for a session this summer of the potential number of interested students for State reimbursement and to also look at funding for providing transportation for the summer school students. Sessions would be two hours per day for a six-week period.

A motion was made that the Board of School Trustees approve the administration pursuing the capability to offer an elementary summer school program as presented.

Motion by: Mrs. Sautter

Seconded by: Mrs. Springer

Vote: 6 of 6

F. Kindergarten 2014-2015

Recommendation: Dr. Killion recommended that the Board approve a process for introducing children into kindergarten.

The school principal, based upon recommendations of the kindergarten team with input from the parent council, has been working on a method for easing kindergarten children into the main stream of the school. The Cumberland principal and team have proposed a plan to transition students over a few days period so that by the third or fourth day the children are fully engaged in their kindergarten classes. The staff would collect data to determine whether or not the pilot is successful to determine if they would recommend continuing the process in the future. In the past, the children are just thrown into the mix and there are some social issues, hygiene issues, etc. The goal is to transition children into kindergarten at a slower pace which will allow them to learn routines and become more ready for changes.

A motion was made that the Board of School Trustees approve a formal pilot plan for transitioning kindergarten students into the school for the 2014-2015 school year and to collect data on the success of the program for future consideration.

Motion by: Mrs. Witt

Seconded by: Mr. Bittner

Vote: 6 of 6

G. Student Management System

Advancements in technology have prompted the staff to ask the administration to explore options other than Harmony for the student management system. It is desirable to have a system with more flexibility and with capability to allow parents a "one stop shop" approach for services. For example, the current student management system implemented in 2007 is not willing to add the ability for parents at the Jr./Sr. High School to pay online for all services such as the yearbook, athletic items/activities, etc. It is also desirable to have stronger back-up support and service from the student management system. The administration and technology team would first identify some vendors to interview, and then a K-12 committee would be developed to look at viable vendors that might provide better opportunities to serve our students and staff. The plan is to assure that due diligence is done with adequate research and a goal of possibly implementing a new system for the 2015-2016 school year. Dr. Killion extended an invitation to Board Members interested in participating on this committee.

H. Rise Above the Mark Update

Dr. Killion reported that nearly 1,600 people attended the documentary film showing and panel discussion at Clowes Memorial Hall on February 28. The event prompted much positive feedback. Officers of the West Lafayette School Board and Foundation committee have since met to discuss the next step, which is working toward future showings and how people can obtain copies. Several national groups have extended invitations to show the documentary, including National School Boards Association, the School Superintendents Association of School Superintendents, and National School Public Relations Association. Also, Dr. Pasi Sahlberg, Senior Advisor of Finland's Ministry of Education who is serving as a guest lecturer at Harvard, has inquired if we could bring a team to Harvard University for a film showing. Several invitations have also been issued for the team to submit the film for documentary film award consideration. President Karpick related that discussion occurred within the committee that for the time being the best strategy would be to preview the film to large groups only rather than making individual copies available for mass distribution, although that might occur at a future point. Keeping the documentary for special showings only at this time will maintain the interest and intrigue in the film.

I. Revised Academic Calendar

Recommendation: Dr. Killion recommended that the Board of School Trustees approve a revised calendar for the current school year for snow make-up days.

Students have missed seven school days this school year, and the IDOE has waived four of those days; therefore, the school district now has three (3) snow days to make up. One day was made up February 17, a second day will be made up April 18, and the third make-up day will be May 23 (with a one-hour early dismissal on May 23). Dr. Killion reported that West Lafayette Schools are currently in session 40 minutes longer than required, which actually calculates to 194 days as opposed to the required 180 days. An early dismissal on May 23 will help staff prepare for graduation that day. If approved by the Board, Dr. Killion will also present the recommendation at the Teacher-Discussion meeting.

A motion was made that the Board of School Trustees approve the revised school calendar for the 2013-2014 school year as presented.

Motion by: Mrs. Witt

Seconded by: Mrs. Springer

Vote: 6 of 6

J. Acceptance of Donation

Recommendation: Dr. Killion recommended that the Board of School Trustees accept a donation to the High School Student Council.

A generous gift was received from parent Patrick Malone for the Student Council as a donation to the Hoops for Hope fundraiser.

A motion was made to that the Board of School Trustees accept the \$5,000 donation to the High School Student Council.

Motion by: Mrs. Springer

Seconded by: Mr. Marley

Vote: 6 of 6

K. Out-of-State Field Trip

Recommendation: Dr. Killion recommended that the Board of School Trustees approve a field trip for the 8th Grade Art Class.

A motion was made to approve a field trip for the 8th Grade Art Class to visit the Art Institute in Chicago, IL; departing 8:15 A.M. and returning 7:30 P.M. on Thursday, April 17, 2014 (39 students).

Motion by: Mrs. Sautter

Seconded by: Mrs. Witt

Vote: 6 of 6

L. Revised Personnel Report

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

A motion was made to approve the revised Personnel Report as presented with one minor change.

Motion by: Mr. Marley

Seconded by: Mrs. Springer

Vote: 6 of 6

M. Accounts Payable Vouchers

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

The total of vouchers paid was \$1,592,223.41. Mr. Sloat highlighted a few major payments, including a quarterly payment from the Capital Projects Fund for property insurance, insurance for buses from the Transportation Fund, and final payment from the Rainy Day Fund for purchase of a new pick-up truck. He also noted a severance amount paid to non-certified retirees for years of service and also a credit card charge for textbooks.

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

Motion by: Mr. Bittner

Seconded by: Mr. Marley

Vote: 6 of 6

V. INFORMATION TO THE BOARD - None

VI. BOARD AND SUPERINTENDENT REPORTS

WL Schools Education Foundation (Mrs. Sautter) – The next meeting will be held Thursday, March 13 with major emphasis on West Side Story event planning.

Board-Teacher Discussion (Mrs. Witt) – Conversations included questions regarding how the climate audit would be conducted.

Public Schools Foundation (Mrs. Witt) - Tate & Lyle renewed their STEM grant fund for Public Schools Foundation for \$15,000 for 2014-2015. Discussion also included whether or not local area charter schools should be offered a permanent board seat on the Public Schools Foundation, and it was concluded that they could have a seat at-large if it was requested and an appropriate candidate came forward.

Legislative Liaison (Mr. Bittner) – He has continued to attend recent Third House sessions. There was much discussion regarding the tax levy and circuit breakers which he will share with President Karpick.

Parks and Recreation (Mrs. Springer)

- The final day for the Riverside Skating Rink was Sunday, March 2.
- The Sagamore West Farmers Market has been renamed to West Lafayette Farmers Market with the first market day being Wednesday, May 7. Also, patrons have requested that the hours be changed to start later and end later:
 - May-September & October (4:00 P.M. to 7:00 P.M.)
 - June-July-August (4:00 P.M. to 8:00 P.M.)

City Offices – Mrs. Springer reported that the West Lafayette City offices of the Mayor, Human Resources, and Clerk Treasurer have relocated to the WL Police Station. The Engineering Department and Development are housed in Room 106 of Morton Community Center, and Rental Certification located in Fire Station #1 on North Street.

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

VIII. FUTURE MEETINGS

- Mon., March 24, 6:00 P.M., ISBA Region 4 Meeting, The Trails
- Tues.-Mon., Apr. 3-7, NSBA Annual Conference, New Orleans
- Wed., April 9, 6:30 P.M., Regular Board Meeting, Floyd Administration Center

IX. ADJOURNMENT - The meeting was adjourned at 7:39 P.M.

PERSONNEL REPORT

I. ADMINISTRATIVE RECOMMENDATIONS

The administration requests permission to make the following staffing changes/adjustments at the Jr./Sr. High School for the 2014-2015 school year:

1. Special Education – (new position) To improve the weakness identified in the transition of Junior High School students to Senior High School (as recommended last year by GLASS but postponed).
 2. French/German – German enrollment has increased by 2 sections, and French has decreased by 2 sections. With the possibility of the French teacher leaving, this will reduce that position. Possibly add a part-time German teacher or hire an individual who can teach both.
 3. Biology - Add a full-time Biology teacher (reduce Marshall Overly from 5 periods to 3 periods per day).
 4. Increases to Current Part-Time Positions
 - FACS (Lauren Emmert) from 2 periods to 3 periods
 - English (Ellen Good) from 3 periods to 5 periods
 - Math (Hannah Scott) from 2 periods to 5 periods
 - Information Technology (Steve Florence) from 2 periods to 3 periods
 5. For the remainder of the 2013-2014 School year -- a one-on-one para position at the Jr./Sr. High School, 6 hours per day for a special education student.
- B. Permission is requested for superintendent to attend the Leadership Conference of the Association of School Superintendents April 30-May 3, 2014, in San Diego, CA to address audience regarding West Lafayette School District's strategic plan, *RISE* documentary, and other PR activities of WLCSC. All expenses (except incidentals) will be paid by the Indiana State Superintendent's Association.

II. CERTIFIED STAFF

A. Request for Maternity Leave

Carroll, Brianne M., Library Media Specialist, Cumberland Elementary School; maternity leave effective March 5, 2014; returning May 12, 2014.

B. Retirement

Grimble, Joyce A., High School Guidance Director, Jr./Sr. High School; effective the end of the 2013-2014 school year.

C. Position Change

Martin, Tammy, from Substitute Teacher to Long-Term Substitute Teacher-Cumberland Elementary School; effective March 5, 2014 (replacement for Brianne Carroll maternity leave).

III. CLASSIFIED STAFF.

A. Employment

Faulk, Laura L., Lunchroom Supervisor, Happy Hollow Elementary School; 2.25 hours per day; \$11.54 per hour, effective March 3, 2014 (replacement for Claudia Horan).

B. Position Changes

1. Horan, Claudia from Lunchroom Supervisor to Paraprofessional-Happy Hollow Elementary School; 6.5 hours per day; from \$11.54 per hour to \$11.04 per hour, effective February 13, 2014 (addition).

2. Tibbs, Ethan, Paraprofessional-Jr./Sr. High School, effective March 24, 2014, 7 hrs./day, \$10.00/hr. (previously a substitute teacher for Ellen Good's maternity leave).

C. Rate Change

Gangwer, Daniel, Head Custodian-Happy Hollow Elementary School; increase from \$17.15 per hour to \$17.50 per hour effective March 14, 2014 (end of trial period as lead custodian).

D. Change in Hours

Laws, Jeanne, Remediation Tutor, Happy Hollow Elementary School; increase in hours from 6.0 hours per day to 6.5 hours per day effective March 13, 2014.

E. Resignation

Whitaker, Timothy, Paraprofessional-Cumberland Elementary School; effective March 24, 2014.

IV. COACHING / EXTRA CURRICULAR ACTIVITIES 2013-2014

<u>Name</u>	<u>Position</u>	<u>Category</u>	<u>Exp.</u>	<u>Dates</u>
Anne Dooley	H.S. Softball	Assist. IV	0	Mar. 10, 2014 – Jun. 14, 2014