

MINUTES

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

MEETING OF THE BOARD OF SCHOOL TRUSTEES
Wednesday, May 14, 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; Dr. Rocky Killion, Superintendent; and Mr. Ross L. Sloat, Assistant Superintendent.

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

I. ROUTINE BUSINESS

A. A motion was made to approve the revised agenda for the Wednesday, May 14, 2014, Regular Meeting of the Board of School Trustees with a change in the order of one agenda item.

Motion by: Mrs. Sautter

Seconded by: Mrs. Witt

Vote: 7 of 7

B. A motion was made to approve the minutes of April 9, 2014, Regular Meeting of the Board of School Trustees and minutes of the Special Board of School Trustees meeting of April 23, 2014.

Motion by: Mrs. Springer

Seconded by: Mr. Schott

Vote: 7 of 7

II. COMMUNICATION FROM THE AUDIENCE – None

III. UNFINISHED BUSINESS - None

IV. NEW BUSINESS

A. Academic Achievement – Literacy First Presentation

Recommendation: Dr. Killion recommended that the Board of School Trustees approve a new reading program for grade 1 students.

Dr. Killion recognized Cumberland Elementary Principal, Kim Bowers, who introduced Grade 1 Teacher, Kim Lancaster and other teachers present who served on the team. Mrs. Bowers narrated a power point of the proposed literacy program for the 2014-2015 school year at Cumberland School. The program is designed to meet the developmental and academic needs of young children. She explained specifics of the program and how it will function for the first grade students who will participate in a 90-minute reading block with instruction being delivered in a small group and one-on-one setting. Parents were supportive, asked numerous questions, and were enthusiastic about becoming homework partners if such a program is offered. Mrs. Bowers stated there could be a maximum of 32 students. A group of twenty-four (24) would be divided into two groups, one in the morning and one in the afternoon. There would also be a group of eight students (8) divided into two groups, also with one group in the morning and one group in the afternoon.

Mrs. Bowers reported how assessment will be addressed with parents and other plans in place such as schedules, parent meetings/conferences, homework component and training for parents and students, etc. Additionally, Mrs. Bowers addressed receipt of academic reports and specific growth data for Literacy First students. Mrs. Bowers responded to specific questions regarding the program. Dr. Killion and Board members commended the entire team for their time and effort in developing this well thought out program for students.

A motion was made that the Board of School Trustees accept the proposed Literacy First Reading Program at Cumberland Elementary School for the 2014-2015 school year.

B. West Lafayette Public Library Presentation

Dr. Killion introduced Nick Schenkel, Director of the West Lafayette Public Library, who was present to share an annual report of the library's activities. Mr. Schenkel introduced Jeff Schwab and Linda Eales who serve as president and vice president of the Library Board respectively and who are the two members appointed by the School Board to represent the school corporation on the Library Board.

Mr. Schenkel reported that the library, like many other organizations, is responding to the funding cuts brought about by the caps on property taxes. First and foremost, the library is building on its success. The WL Public Library is proud that it meets and often exceeds the State's public library standards for library services to their respective communities.

Some of the library's activities which Mr. Schenkel shared included:

- Over the past year, the library checked out 87,000 children's books and over 6,000 teen books.
- Story times and lapsit programs, which are held several times a week, have grown extremely popular.
- The 2013 Summer Reading Club set a record with over 870 children signed up, and the majority of them did complete their goals.
- Many junior and senior high school students volunteer to assist with the Summer Reading Club, talking with the children one-on-one, discussing what they are reading, giving out prizes, etc.
- The recent One Great Read book chosen this by local libraries, Civic Theater, and local bookshops was Madeleine L'Engle's Time Quintet, "*A Wrinkle in Time*," which appeals to both teen and adult readers.
- The library is proud of its success with eBooks. Their Tumble books or online interactive eBooks for younger readers had 22,000+ books read over the past year.
- The library's monthly Lego Building Club is becoming increasingly popular with children and their families who come in to build Legos provided by the library that are then displayed in the library for a month.
- The digital media center and free access to a growing number of online music, research, and eBook collections brings hands-on and eyes-on opportunities to anyone with a WL Public Library card.
- The library conducts innovative visits to daycare centers and the West Lafayette Farmer's Market.
- The library is proud to offer its annual Family Fun Day in the fall and proud to have offered its first National Record Store day in April consisting of an afternoon and evening of family concerts.
- The library's Book Fair held twice each year raises much needed funds for the library.
- A federal grant was recently received that will greatly expand the digital creativity resources.
- Plans are in progress to conduct focus groups this summer with West Lafayette teens to obtain their input on the kinds of things they would like to see the library do.
- The WL library is very active in Evergreen Indiana which means that West Lafayette's library is part of the second largest metropolitan public library system in Indiana. The library coalition has over 100 member libraries across the state with access to over 6 million books, books on tapes, videos, music, etc. The West Lafayette Library's collection is so strong that it actually sends out more books to other Evergreen Indiana patrons each year than books it brings in.
- The library is looking toward being the statewide leader in patron driven acquisitions (PDA). It's goal is assure that requests from staff, students, parents, and all community members for books, tapes, music and videos are made available to them more quickly than ever before by getting rid of the bureaucracy that often surrounds library requests.

- The textbooks used in West Lafayette Schools are very popular with patrons. Although the textbooks cannot be checked out, parents often photocopy pages. The highest use appears to be for the grades 3-6 books; however, the library does have some of the Jr./Sr. High School books.

Board members thanked Mr. Schenkel and library staff for their support and update.

C. Bond Counsel Review

Mr. Sloat recognized Mr. Curt Pletcher with Umbaugh and Associates, who has worked with the school district in the past as financial advisor. Mr. Sloat stated that as the corporation moves ahead in its consideration regarding the sale of a General Obligation Bond this year, Mr. Pletcher was present to review the school district's current debt structure and how a potential GOB would blend in with that debt structure,. Mr. Pletcher provided some preliminary information to show that if the district pursues a GOB in the amount of \$2 million, how the bonds could be structured to maintain the tax rate and also raise some additional money that can be applied to future payments in the debt service fund. Mr. Pletcher presented graphs reflecting the school corporation's existing debt service/lease rental payments. He offered a summary of outstanding indebtedness listing all of the school district's obligations and total annual payments by the corporation. Mr. Pletcher explained the amounts of interest payments if the district issued the General Obligation Bond and repaid it over the next 4 ½ years beginning with budget year 2015, at an average interest rate of approximately 1.35 percent on the proposed bonds.

Mr. Sloat concurred with Mr. Pletcher's description of how the proposed bonds could be structured that would allow the district to raise some additional cash for operating, which the district would not spend but hold as a cash reserve and still maintain the tax rate level. He also noted that if the assessed valuation should grow in the next few years, the school corporation could even accumulate additional cash and still keep the tax rate level. The plan does allow some flexibility for the school district moving forward not only in tax rate management but also future plans of the district moving forward. Dr. Killion interjected that the intent is to create a process by which the district has flexibility to implement what needs to be done for the district, therefore, all of the corporation's school's buildings will be advertised, but specific projects will be determined at a later time. Mr. Sloat noted that payments are normally made in December but in this case the payment of between the \$250,000-\$300,000 range, would be paid before the school corporation sells the current bonds so that the district will have the capacity to get the \$2 million cap on these bonds although what it has obligated for the calendar year payment will be the same. Dr. Killion thanked the Umbaugh and Associates staff for their current help as well as the school district's plans over the next few years.

D. Bond Resolutions and Timeline

Recommendation: Mr. Sloat recommended that the Board of School Trustees approve the initial moves toward a General Obligation Bond (GOB).

Mr. Sloat reviewed the necessary steps in a general obligation bond process. One of the first actions would be the Board's consideration of two resolutions, including adoption of a preliminary bond resolution and adoption of a reimbursement resolution.

A motion was made that the Board of School Trustees approve the administration moving forward with the process for issuing a General Obligation Bond.

Motion by: Mr. Bittner

Seconded by: Mr. Marley

Vote: 7 of 7

E. GLASS Resolution – Joint Agreement

Recommendation: Dr. Killion recommended that the Board of School Trustees approve an agreement with Lafayette School Corporation and Tippecanoe School Corporation.

This is an annual agreement with costs shared by all three local school districts in a co-op for services for special services students. The content of the agreement remains essentially the same.

A motion was made that the Board of School Trustees approve the Greater Lafayette Area Special Services joint services agreement as presented.

Motion by: Mrs. Springer

Seconded by: Mr. Schott

Vote: 7 of 7

F. Board Policies – First Reading

Dr. Killion noted that by law, the school corporation is required to put in place two policies for the upcoming school year: 1) Possessing Firearms on School Property, and 2) Use of Seclusions and Restraints. The policies are recommendations from the Indiana School Boards Association, and they have been reviewed with the administrators for comments and recommendations. Dr. Killion responded to questions on both policies and noted a second reading of the policies will occur in either the June or July Board meetings. School districts are now required to declare who can and cannot carry firearms. It was Dr. Killion's opinion that only deputized police officers be approved to carry firearms.

G. Student Codes of Conduct

Recommendation: Dr. Killion recommended that the Board approve the schools' updated student codes of conduct.

The codes have been revised to reflect adjustments based on the anti-bullying laws, etc. Dr. Killion responded to specific questions from Board members, and Principal Kim Bowers offered input regarding photos at Cumberland Elementary School.

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

Motion by: Mr. Bittner

Seconded by: Mrs. Witt

Vote: 7 of 7

H. Textbook Adoption & Rental Fees

Recommendation: Mr. Sloat recommended that the Board approve the proposed fees.

Mr. Sloat referenced a summary of textbook rental for the past three school years, including the upcoming 2014-2015 year. He reviewed the cost variances of the years and noted that for the Jr./Sr. High School a new physical education charge of \$15.50 is being requested for a heart monitor strap that will be purchased in grade 8 and be used for two years.

It was noted that there will be adoption of World Languages for Spanish, French, and German and there will also be a new entry into the textbook schedule for an Integrated Chemistry & Physics class.

A motion was made that the Board of School Trustees approve recommendations of the administration regarding textbook adoption and rental fees as presented.

Motion by: Mrs. Sautter

Seconded by: Mr. Schott

Vote: 7 of 7

I. Check Removal

Recommendation: Mr. Sloat recommended that the Board of School Trustees approve cancellation of outdated checks.

Permission was requested to void five checks that are more than two years old. Mr. Sloat reviewed the possible reasons for the uncashed checks.

A motion was made that the Board of School Trustees approve voiding the outdated checks as listed.

Motion by: Mrs. Witt

Seconded by: Mrs. Springer

Vote: 7 of 7

J. Wabash Valley Education Center Fiscal Agent

Recommendation: Dr. Killion recommended that the Board approve the school district continuing as the fiscal agent for this cooperative.

The school corporation has served as the fiscal agent for the WVEC cooperative for a number of years, and the agreement requires annual Board reauthorization. All funds of WVEC are processed through the West Lafayette School Corporation.

A motion was made that the Board of School Trustees approve the West Lafayette School Corporation continuing to serve as the Local Education Agent for Wabash Valley Education Center for the budget/calendar year 2015.

Motion by: Mr. Bittner

Seconded by: Mr. Marley

Vote: 7 of 7

K. 2015 Budget Calendar

Recommendation: Mr. Sloat recommended that the Board of School Trustees approve the 2015 budget calendar.

Mr. Sloat presented a draft schedule of 2015 dates to build the budget with review by the Board at the end of August followed by legal advertisements, public hearing, adoption, and submission to the State.

A motion was made that the Board of School Trustees approve the 2015 budget calendar as presented.

Motion by: Mr. Marley

Seconded by: Mr. Schott

Vote: 7 of 7

L. Overnight / Out-of-State Field Trip

Recommendation: Dr. Killion recommended that the Board approve a field trip for the Jr./Sr. High School.

A request was presented for a field trip for 12 students of the Debate Team to Overland Park, Kansas, to participate in the NFL National Speech and Debate Tournament leaving Saturday, June 14 at 8:00 A.M. and returning Saturday, June 21, 2014, at 7:00 P.M.

A motion was made that the Board of School Trustees approve the field trip for the Debate Team as presented.

Motion by: Mrs. Sautter

Seconded by: Mr. Schott

Vote: 7 of 7

M. Revised Personnel Report

Recommendation: Dr. Killion recommended that the Board approve all information contained in the report.

A motion was made that the Board of School Trustees approve the administrative requests and names reflected in the Personnel Report.

Motion by: Mr. Bittner

Seconded by: Mrs. Witt

Vote: 7 of 7

N. Accounts Payable Vouchers

Recommendation: Mr. Sloat recommended that the Board approve the audited claims in the report.

The total claims paid was \$1,556,063.13. Mr. Sloat explained some of the more substantial payments.

A motion was made that the Board of School Trustees approve the audited vouchers 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

Public Schools Education Foundation – Mrs. Witt attended the Seeds of Excellence program where Katie Dodds, Happy Hollow grade 4 teacher, received a \$2,000 grant for a garden project behind the school. She also noted the outstanding performance at the program by four members of the High School orchestra.

Board-Teacher Discussion – Mrs. Sautter reported that the meeting was primarily informational with few concerns from teachers. An outstanding presentation was made by Cumberland teachers regarding the Literacy First Program. Other topics included the individual codes of conduct of the schools and clarification of the climate audits. The next audit will be conducted at Happy Hollow School in the fall.

WL Schools Education Foundation – Mrs. Sautter shared that the Foundation is in the very early stages of establishing a hall of fame or wall of pride for West Lafayette alums and former faculty. She encouraged Board members to offer names for consideration. The nomination process is currently being refined with forms to be available in June and the first induction ceremony and convocation in September or October. The process is planned to be an annual event with the inductees participating in the convocation and going into the classrooms in which they excel.

Community Council - Mr. Schott reported on recent successful activities in the schools, including the prom and after prom, 5th grade camp, Junior High dance, Family Art Night, and the Taulman Mile. Parent Councils are currently in the process of electing new officers. Mr. Schott also distributed a list of upcoming local construction projects by the City.

Scholarship Ceremony – Mr. Karpick encouraged Board members to attend the ceremony and reception from 5:00 P.M. to 6:00 P.M., Friday, May 23 prior to Commencement at 7:00 P.M.

VII. COMMUNICATION FROM THE AUDIENCE - Non Agenda Items - None

VIII. FUTURE MEETINGS

- Wed., June 11, 6:30 P.M., Regular Board Meeting, Floyd Administration Center.
- Fri., June 13, ISBA School Law Seminar, Indianapolis.
- Mon.-Tues., July 7-8, ISBA Summer Board Member Academy, Indianapolis Marriott East Hotel (*Rise Above the Mark* documentary to be presented on July 7).
- Wed., July 23, 6:30 P.M., Regular Board Meeting, Floyd Administration Center (**date changed from July 9**).

IX. ADJOURNMENT - The meeting was adjourned at 7:31 P.M.

Motion by: Mr. Marley

Seconded by: Mrs. Witt

Vote: 7 of 7

PERSONNEL REPORT

I. ADMINISTRATIVE RECOMMENDATIONS

1. Permission is requested for emergency authorization to hire staff between now and the start of school. Recommendations for hire would be brought to the Board for a formal vote at a future board meeting. This process will help administration to hire staff in a timely manner should an opening occur during the summer months.

ADMINISTRATIVE RECOMMENDATIONS *Cont. . .*

2. Permission is requested for the superintendent to attend the superintendent's conference in Nashville, Indiana, June 26-27 to serve as a panelist and discuss the *Rise Above the Mark* documentary. The superintendent study council sponsoring the event will pay all expenses.
3. Permission is requested to permit central office staff to travel to Zionsville, IN, on Wednesday, June 18 for a time of camaraderie.
4. The schools are in need of adding staff based upon enrollment. The following personnel requests are recommended:
 - Cumberland
One (1) full-time Special Education Teacher
One (1) full-time Non-Certified Substitute (the permanent substitute will be utilized between Cumberland and Happy Hollow).
 - Happy Hollow
Two (2) additional full-time paraprofessionals if authorized by special education case conferences. One para will be working part-time with special education and part-time in the media center as an assistant.
 - Jr./Sr. HS
One (1) full-time Special Education Teacher
Increase in various content areas and sixth-hour positions as needed.
5. Permission is requested to cover expenditures for superintendent during his summer break to travel from North Carolina to Indianapolis (July 6-7) to show "Rise Above the Mark" documentary at ISBA Summer Board Member Academy as requested by ISBA General Counsel.

CERTIFIED STAFF

A. Change in Hours/Location:

Anderson, Christina C., School Nurse-Cumberland & Happy Hollow Elementary Schools; beginning with the 2014-2015 school year in the fall, Ms. Anderson will work part-time and be located only at Happy Hollow School.

B. Retirement:

Anderson, Sherry L., Grade 6 Teacher-Happy Hollow Elementary School, effective the end of the 2013-2014 school year.

C. Resignation:

Colsten, Ashley N., Kindergarten Teacher-Cumberland Elementary School, effective the end of the 2013-2014 school year.

D. Maternity Leaves:

1. Bean, Amanda A., Grade 1 Teacher-Cumberland Elementary School; leave to begin on or near August 18 for the remainder of the 2014-2015 school year. It is Mrs. Bean's intent to return at the beginning of the 2015-2016 school year.

2. Brame, Avery L., Grade 4 Teacher-Happy Hollow Elementary School; leave beginning August 12, 2014, for the remainder of the 2014-2015 school year. It is Ms. Brame's intent to return for the 2015-2016 school year.

II. CLASSIFIED STAFF

A. Resignations:

- 1. Connell, Mary Ann, Food Service Worker-Cumberland Elementary & Jr./Sr. High School, effective April 21, 2014.**

- 2. Dawson, John C., Custodian-Jr./Sr. High School, effective April 18, 2014.**