

# MINUTES

WEST LAFAYETTE COMMUNITY SCHOOL CORPORATION  
Happy Hollow Building, LGI Room  
1200 N. Salisbury Street  
West Lafayette, Indiana

## REGULAR MEETING OF THE BOARD OF SCHOOL TRUSTEES Monday, August 8, 2022

**PRESENT:** Mrs. Rachel Witt; Mr. Bradley Marley; Mr. Thomas Schott; Mr. Alan Karpick; Dr. Karen Springer; Mrs. Amy Austin; Dr. Yue Yin; Dr. Shawn Greiner, Superintendent; and Mrs. Anna Roth, Assistant Superintendent

President Witt called the meeting to order at 6:33 p.m.

### I. ROUTINE BUSINESS

A. A motion was made to approve the agenda for the Monday, August 8, 2022, Regular Meeting of the Board of School Trustees.

*Motion by: Mrs. Austin*

*Seconded by: Mr. Schott*

*Vote: 7 of 7*

B. A motion was made to approve the minutes of the Regular Meeting of the Board of School Trustees held on June 6, 2022.

*Motion by: Dr. Springer*

*Seconded by: Mr. Karpick*

*Vote: 7 of 7*

II. UNFINISHED BUSINESS - None

III. SPECIAL RECOGNITION - None

IV. COMMUNICATION FROM THE AUDIENCE (current Agenda items) - None

### V. NEW BUSINESS

#### A. New School Board Policies

**Recommendation:** Due to changes in Indiana Code, the following policies are new and require two readings. Dr. Greiner presented the following policies to the Board for the first reading. These will be voted on during the September 12, 2022 Board meeting for their second and final reading.

- Policy 1216 – Dress and Grooming
- Policy 1213.01 – Staff Student Relations
- Policy 3213.01 – Staff Student Relations
- Policy 4213.01 – Staff Student Relations

**Recommendation:** Due to changes in Indiana Code, the following policy is new and requires two readings. Dr. Greiner presented the following policy to the Board for the second/final reading.

- Policy 8305 – Information Security

*A motion was made that the Board of School Trustees approve new policy 8305.*

*Motion by: Mr. Karpick*

*Seconded by: Mrs. Austin*

*Vote: 7 of 7*

**B. School Board Policy Revisions**

***Recommendation:*** Due to changes in Federal Law and Indiana Code, the following policies are being recommended by the Policy Committee. *The following policies require only one reading:*

- Policy 0142.3 – Vacancies
- Policy 0167.3 – Public Participation at Board Meetings
- Policy 2221 – Mandatory Curriculum
- Policy 2370.002 – Flex Program
- Policy 3220.01 – Teacher Appreciation Grants
- Policy 6110 – Grant Funds
- Policy 8500 – Food Service Program

Discussion ensued.

*A motion was made that the Board of School Trustees approve the revisions of policies 0142.3, 0167.3, 2221, 2370.002, 3220.01, 6110 and 8500.*

*Motion by: Dr. Springer*

*Seconded by: Mrs. Austin*

*Vote: 7 of 7*

**C. WLCSC Legal Services Agreement**

***Recommendation:*** WLCSC will engage Church Church Hittle & Antrim (CCHA) to serve as WLCSC's general legal counsel beginning August 8, 2022. The duties of general counsel shall include providing legal advice and services to assist WLCSC in carrying out its day-to-day operations with the anticipation that CCHA will be generally responsible for all of WLCSC's legal matters. Jessica Billingsley will be the primary contact and provider of legal services. Other lawyers, of CCHA, may provide legal services under the supervision of Ms. Billingsley. WLCSC will pay CCHA a monthly retainer of \$1800 to cover routine consultations between WLCSC personnel and CCHA.

Discussion ensued.

*A motion was made that the Board of School Trustees approve WLCSC Legal Services Agreement with Church Church Hittle and Antrim.*

*Motion by: Mr. Karpick*

*Seconded by: Mr. Marley*

*Vote: 7 of 7*

**D. WLCSC and WLPD Safety Resource Officer Renewal Agreement**

***Recommendation:*** The West Lafayette Community School Corporation wishes to hire off duty police officers of the West Lafayette Police Department to provide security services to protect the persons and property of students, staff and visitors to the schools of the School Corporation. The West Lafayette Police Department is willing to provide off duty police officers to provide said services for the School Corporation. The SRO shall work under the supervision of the building principal or his or her designee. The SROs will be paid by the School Corporation. Each school building will have a SRO this year.

Discussion ensued.

*A motion was made that the Board of School Trustees approve the WLCSC and WLPD Safety Resource Officer Renewal Agreement for continued security services.*

*Motion by: Mr. Marley*

*Seconded by: Mr. Schott*

*Vote: 7 of 7*

**E. Attendance Intervention Referral Program Renewal**

**Recommendation:** This MOU is between WLCSC and the Tippecanoe County Board of Commissioners with respect to the Tippecanoe County Juvenile Alternatives, Attendance Intervention Program. Attendance intervention is a program designed to have a significant impact on preventing ongoing truancy and the goal is to divert delinquency filing in Tippecanoe County. The West Lafayette Community School Corporation will pay \$2040 from July 1, 2022 through June 30, 2023 towards program costs.

Discussion ensued.

***A motion was made that the Board of School Trustees approve the MOU between WLCSC and the Tippecanoe County Board of Commissioners to continue the attendance intervention referral program.***

*Motion by: Dr. Springer*

*Seconded by: Mrs. Austin*

*Vote: 7 of 7*

**F. Steele Benefits/Madison National**

**Recommendation:** Steele is a benefits communication, engagement, enrollment and administration company. By transitioning to Steele Benefits, all voluntary benefits would be moved to Madison National, our current provider for life and LTD group insurance. Steele would provide a Section 125 Plan for employees, in addition to, working with Health Savings and Flex Spending Accounts. The expense will be \$5000 a year, and Steele Benefits staff will initially meet with WLCSC employees to complete enrollment and setup the employee portal that can be utilized 24/7. Utilizing Steele Benefits will simplify the enrollment process for employees and streamline record keeping.

***A motion was made that the Board of School Trustees approve Steele Benefits/Madison as the new WLCSC provider for the Section 125 Plan, in addition to, Flex and Health Savings Accounts.***

*Motion by: Mr. Karpick*

*Seconded by: Mr. Schott*

*Vote: 7 of 7*

**G. McKibben Demographic Research Study**

**Recommendation:** To approve the McKibben Demographics proposal to complete the following work for the West Lafayette Community School Corporation:

- Population estimates for the year 2020, and population forecasts for the years 2025 and 2030 by age, sex and total population for the WLCSC.
- Enrollment forecasts by grade for the years 2023-2024 to 2032-2033 inclusive, by grade for the WLCSC.
- One executive and summary describing the methodology, assumptions and historical patterns used in the calculations of the forecasts. Tables and graphs describing the demographic characteristics and dynamics of the school district will also be provided.

The cost of the project will be \$4000 and includes all travel and material expenses.

Discussion ensued.

*A motion was made that the Board of School Trustees approve the McKibben Demographic Research Study.*

*Motion by: Mr. Marley*

*Seconded by: Mrs. Austin*

*Vote: 7 of 7*

**H. Fanning Howey Proposal for Professional Services (HH Chiller and WLES Air-Handling Units)**

**Recommendation:** Fanning Howey submitted proposals for the replacement of the chiller at the former Happy Hollow Elementary School and the replacement of two air-handling units at the Elementary School.

The project scope is as follows:

1. Replacement of the chiller at the former Happy Hollow Elementary School

Considerations include:

- Review the capacity of the existing chiller.
- Determine the required capacity of the replacement chiller. Consideration should be given to capacity in the event that this facility is downsized in the future.

2. Replace the two air-handling units at West Lafayette Elementary School.

3. Services will include design, facilitation of bidding and Construction Administration.

Design will commence in late July 2022 following an on-site review of existing conditions. A fixed fee for these services is anticipated to range between \$25,000 and \$35,000.

Discussion ensued.

*A motion was made that the Board of School Trustees approve the proposal provided by Fanning Howey to replace the HH chiller and the Elementary air-handling units.*

*Motion by: Mr. Schott*

*Seconded by: Mr. Karpick*

*Vote: 6 of 7*

*Abstained: Dr. Yin*

**I. Fanning Howey Proposal for Professional Services (Capital Improvement Plan)**

**Recommendation:** Fanning Howey submitted a proposal for professional services for the development of a 10-Year Capital Improvement Plan.

The project scope is as follows:

1. Facilitate a kick-off meeting to ensure an understanding of the scope and expected outcomes for the Capital Improvement Plan.

- Participants include Board, Administration and Staff.
- Schedule expectations to maximize annual financial capacity.
- Deliverables.

2. Retrieve existing building and site plans as well as pertinent information from previous studies and improvements.

3. Interview key participants to identify:

- Current and projected curricular/co-curricular/extra-curricular programming.
  - Facility occupant/user perceptions on the performance of existing facilities and systems and where improvements are needed.
4. Prepare spreadsheet files that are organized by building and identify components and systems that will require replacement at some point over the next ten years. Key data points include priorities, year that replacement is required and cost of replacement.
5. Review and refine draft plans and prepare a final report for presentation to the Board of Education which will include:
- Executive summary.
  - Documented findings as noted above.
  - Plan in spreadsheet format.

The services are provided at a fixed fee of \$18,500. There are not any anticipated reimbursable expenses.

Discussion ensued.

***A motion was made that the Board of School Trustees approve the recommended Fanning Howey Capital Improvement Plan Proposal.***

***Motion by: Dr. Springer***

***Seconded by: Mr. Marley***

***Vote: 6 of 7***

***Abstained: Dr. Yin***

**J. Happy Hollow Boiler Project Resolution**

***Recommendation:*** The Board of School Trustees desires to accurately document and retroactively authorize the expenditures from the 2017 Bond Proceeds and Operation Fund and acknowledge the source of the expenditures did not align with the original understanding of the Board of School Trustees on February 1, 2021. The replacement of the boiler system at the former Happy Hollow Elementary School was approved to be paid out of the Rainy-Day Fund, which in fact, the payment was made out of the 2017 Bond Proceeds and Operation Fund.

***A motion was made that the Board of School Trustees approve the payment of the Happy Hollow boiler system out of the 2017 Bond Proceeds and Operation Fund.***

***Motion by: Mr. Karpick***

***Seconded by: Mr. Schott***

***Vote: 7 of 7***

**K. West Lafayette Elementary School Nature Center**

***Recommendation:*** Mrs. Kathy Wolf, teacher at the Elementary School, provided the School Board of Trustees with information on a proposed Nature Center Renovation at the Elementary School. Mrs. Wolf explained that the renovation would span over the course of a few years as improvements are made and monies are generated. The initial phase focuses upon creating handicap accessible pathways and usable learning spaces throughout the area. Funding, for the initial phase, was generated through a “Fun Run” fundraiser orchestrated by the WLES Parent Council. The Fun Run provides \$20,000 to use for the sidewalks and hardscapes. Mrs. Wolf recommended the School Board of Trustees approve the \$20,000 donation from the WLES Parent Council.

\*Mrs. Wolf also noted that additional funds, for the Nature Center, are being donated in the memory of parent/former employee, Colin Kippenbrock, per the request of his family. The donations are being directed to the West Lafayette Schools Education Foundation. Once there is a final total, this will be presented to the Board for approval.

Discussion ensued.

*A motion was made that the Board of School Trustees approve the donation from the West Lafayette Elementary School Parent Council for their \$20,000 donation to be used for renovation of the West Lafayette Elementary Nature Center.*

*Motion by: Mr. Karpick*

*Seconded by: Mr. Marley*

*Vote: 7 of 7*

**L. Safe Harbor Before and After School Care**

*Recommendation:* Mrs. Roth recommended the School Board of Trustees approve the minor adjustments in the agreement between WLCSC and K-6 Safe Harbor Before and After School Care. Due to the changes in the bell schedule, Safe Harbor's hours were adjusted accordingly to accommodate families.

Discussion ensued.

*Motion by: Dr. Springer*

*Seconded by: Mr. Karpick*

*Vote: 7 of 7*

**M. West Lafayette Public Library Board of Trustees Re-Appointment**

*Recommendation:* The School Board's appointment of Mrs. Martha Altschaeffl to the West Lafayette Public Library Board of Trustees ended on June 30, 2022. Mrs. Altschaeffl is eligible for another four-year term, and it is recommended that the WLCSC School Board of Trustees approve her reappointment.

*Motion by: Dr. Springer*

*Seconded by: Mr. Schott*

*Vote: 7 of 7*

**N. Additional Contract Days**

*Recommendation:* Mrs. Roth requested the approval of additional working days, beyond said contract, for Mr. Robert Troyer. Compensation was already paid; therefore, no further compensation is warranted.

*A motion was made that the Board of School Trustees approve the additional working days beyond said contract for Mr. Troyer.*

*Motion by: Mr. Schott*

*Seconded by: Mr. Marley*

*Vote: 7 of 7*

**O. Personnel Report**

*Recommendation:* Dr. Greiner recommended that the Board of School Trustees approve all information contained in the report. During the report, Dr. Greiner introduced Mrs. Sara Delaney, Principal of the Elementary School; Mrs. Rhonda Lanie, Assistant Principal of the Elementary School; and Mrs. Michelle Cronk, Chief Financial Officer.

Discussion ensued.

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

*Motion by: Mr. Marley*

*Seconded by: Mrs. Austin*

*Vote: 7 of 7*

**P. Accounts Payable**

*Recommendation:* Mrs. Roth recommended that the Board approve the audited claims in the report. The total claims paid: \$11,521,687.99. Please note that \$3,250,000 was transferred to Educational and Operational Funds (not a true expense) and \$2,902,000 Semi-Annual Bond Payments were paid in June.

Discussion ensued.

*A motion was made that the Board of School Trustees approve the audited vouchers as presented.*

*Motion by: Mrs. Austin*

*Seconded by: Dr. Springer*

*Vote: 7 of 7*

## **VI. INFORMATION TO THE BOARD**

Dr. Greiner provided a teacher evaluation presentation to the Board of School Trustees which included ratings for the 2021-2022 school year.

Dr. Greiner provided the Board of School Trustees with a COVID-19 Return to In-Person Instruction update for the 2022-2023 school year. A letter was sent to all staff and families and is available on the WLCSC website.

Mrs. Witt noted a calendar update pertaining to the WLCSC budget. September 21<sup>st</sup> will be a Work Session/Public Hearing on the 2023 Budget. Budget Adoption will be occur at the Regular Board Meeting on October 10<sup>th</sup>.

Dr. Greiner reported that a Public Hearing is required before the opening of Bargaining and that will be on September 12<sup>th</sup>. More details will be forthcoming.

## **VII. BOARD AND SUPERINTENDENT REPORTS**

Dr. Greiner – The summer Jumpstart Program was held from July 25<sup>th</sup> to August 5<sup>th</sup>; this program focuses on closing achievement gaps particularly in the areas of math and English language arts. It is data informed through the NWEA and limited to 30 students, per grade, in Kindergarten through 5<sup>th</sup>. Several WLCSC students attended the program providing them with the confidence to begin the new school year. Dr. Greiner also wanted to congratulate the Sound of Westside who made it into the Sweet Sixteen and placed 14<sup>th</sup>.

Mr. Karpick – Dual Platform meeting with Dr. Greiner, Mrs. Roth and teachers to discuss exploring homebound instruction if a student is unable to attend classes in person. He also extended thanks and appreciation to Mr. Robert Reiling for his legal services to WLCSC for over two decades.

Mr. Marley – Pre-negotiations began on August 8<sup>th</sup> and more information will be forthcoming. The insurance committee has not met recently and concerning redevelopment, area road construction is wrapping up in many areas which is wonderful especially with the start of school and increase in traffic.

Mr. Schott – The Foundation will have a presence at the Horseshoe Classic Football Game which will be held at Lucas Oil Stadium on August 19<sup>th</sup>. West Lafayette will play Harrison High School and everyone is encouraged to attend. The West Lafayette Alumni Homecoming Tailgate will be held on September 9<sup>th</sup> from 5:30–7:00 p.m. before Westside plays Central Catholic. Seven class reunions are scheduled for late summer and fall. The Devil's Advocate Newsletter will be mailed out within a couple of days. As a reminder, Mrs. Wendi Ailor, Foundation Director, is now in room 1203 at the JSHS, and the next Foundation meeting will be held on Thursday, August 11<sup>th</sup>.

Dr. Springer – The outdoor West Lafayette Municipal Pool will be open through Wednesday, August 10<sup>th</sup> and will then close for the season. Indoor and outdoor swimming lessons remained popular and summer camps at the Wellness Center and Lily Nature Center were filled to capacity. New to the Wellness Center this fall are youth and adult programs. Please visit the website for more information at <https://www.westlafayette.in.gov/department/index.php?structureid=277>. Teacher discussion was held on Thursday, August 4<sup>th</sup>, topics discussed were contract time clarification at each building, the COVID plan, and the 2021-2022 teacher evaluation results. In addition, the staff are looking forward to utilizing the health clinic, beginning September 1<sup>st</sup>. The clinic will be available to all staff who carry school insurance. Also discussed were elementary class sizes, dual platform, and teachers expressed their appreciation to Mr. Doug Caldwell, Transportation Director, who has bent over backwards in arranging the transportation to

accommodate the children of staff and overseeing the smooth transition with the new bell schedule for all students. Discussion also included the new CFO process.

Mrs. Austin – The Public Schools Foundation Cupcake Run will be held on Sunday, September 18<sup>th</sup> from 9:30 a.m. to 12 p.m. at Cumberland Park; please see the website for more details at <https://psfrc.org/events>. The Legislative Committee is in the process of working on their policies.

Dr. Yin – Inquired as to whether or not a Board member should attend the monthly West Lafayette City Council Meetings since there is no longer a scheduling conflict with the West Lafayette Community Board of School Trustees Monday meetings. The WL City Council meets on the first Monday of the month, and the WL Board of School Trustees is now meeting on the second Monday of each month.

**VIII. COMMUNICATION FROM THE AUDIENCE - None**

**IX. FUTURE MEETINGS**

Monday, September 12, 2022 at 6:30 p.m. - Regular Board Meeting, Happy Hollow Building, LGI Room  
Monday, October 10, 2022 at 6:30 p.m. – Regular Board Meeting, Happy Hollow Building, LGI Room

**X. UPCOMING DATES of INTEREST**

Wednesday, September 21, 2022 at 6:30 p.m. – Work Session/Budget Hearing, Happy Hollow Building, LGI Room

**XI. INFORMATION for the PUBLIC**

Board documents and audio from the August 8, 2022 meeting will be posted on the WLCSC website within 7-10 days following the Board meeting.

**XII. ADJOURNMENT – The meeting was adjourned at 8:09 p.m.**

*Motion by: Mrs. Austin*

*Seconded by: Mr. Karpick*

*Vote: 7 of 7*



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President



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Secretary