

BOARD MINUTES

Regular Meeting of the Board

January 12, 2015

7:00 P.M.

WELCOME – Board members in attendance: Mike Biesecker, Rick Davis, Phil Foster, Mike Martin
Bill Noland, Shane Steimel Absent: Debbie Smith

PLEDGE OF ALLEGIANCE **PRAYER**

INDUCTION OF NEW BOARD MEMBERS:

Shane Steimel – term of office January 1, 2015 to December 31, 2019

Phil Foster – term of office January 1, 2015 to December 31, 2019

BOARD OF FINANCE ANNUAL MEETING

- The Business Manager entertained a motion to nominate Bill Noland as President of the Board of Finance.

Board motion: So Moved

Motion: Mike Martin Second: Mike Biesecker (discussion) Vote: 5-0

- The Business Manager entertained a motion to nominate Phil Foster as Secretary of the Board of Finance.

Board motion: So Moved

Motion: Mike Biesecker Second: Mike Martin (discussion) Vote: 5-0

-2014 END OF THE YEAR FINANCIAL REPORT

On January 1, 2014 the General Fund Cash Balance was \$1,884,859. The 2014 General Funds total expenditures was \$10,854,521 from the approved \$12,228,850 General Fund Budget. The ending General Fund Cash Balance on December 31, 2014 was \$1,815,390. This is a decrease of \$69,469 in the 2014 General Fund Cash Balance.

The majority (95%) of the General Fund Revenue is controlled by the State of Indiana. The General Fund is not able to generate additional revenue from property taxes like Debt, CPF, Transportation and Bus Replacement Funds. The School Corporation's ADM counts for 2013-2014 and 2014-2015 have been lower which decreases our State Revenue. We have strived to stay within our budget constraints even with increasing costs in many areas.

-BOARD OF FINANCE ANNUAL MEETING ADJOURNMENT

Board motion: So Moved

Motion: Mike Biesecker Second: Bill Noland (discussion) Vote: 5-0

MINUTES OF THE DECEMBER 8, 2014 MEETING

The Board President entertained a motion to approve the minutes of the December 8, 2014 regular board meeting.

Board motion: So Moved

Motion: Bill Noland Second: Mike Biesecker (discussion) Vote: 6-0

REPORTS: None

BOARD REORGANIZATION

- The Board President entertained a motion to nominate Shane Steimel as Board President.

Board Motion: So Moved

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

- The Board President entertained a motion to nominate Rick Davis as Board Vice-President.

Board Motion: So Moved

Motion: Mike Biesecker Second: Bill Noland (discussion) Vote: 6-0

-The Board President entertained a motion to nominate Mike Martin as Board Secretary.

Board Motion: So Moved

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

-The Board President entertained a motion to appoint Vivian Norman as Corporation Treasurer.

Board Motion: So Moved

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

-The Board President entertained a motion to appoint Kent Frandsen of Parr, Richey, Obremskey, Frandsen, & Patterson as Legal Counsel under a retainer agreement calling for annual payment of \$500 per month with an hourly fee of \$220.00.

Board Motion: So Moved

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

-The Board President entertained a motion to adopt the schedule of regular board meetings as presented. Meetings will be held at 7:00 PM in the Administration Office unless otherwise stated. The 2015 dates would be scheduled as February 9, March 9, April 13, May 11, June 8 and July 20, August 10, September 14, October 12, November 9, December 14, and January 11 as the re-organization board meeting for 2015.

Board Motion: So Moved

Motion: Mike Martin Second: Bill Noland (discussion) Vote: 6-0

-The Board President entertained a motion to continue the Board Member annual compensation at the current rate of \$2,000 annually with an additional \$75 per meeting.

Board motion: So Moved

Motion: Mike Biesecker Second: Bill Noland (discussion) Vote: 6-0

END OF THE YEAR APPROPRIATION TRANSFERS

The Business Manager recommended the Board approve the 2014 end of the year appropriation transfers as presented. (Copy attached)

Board motion: So Moved

Motion: Bill Noland Second: Mike Biesecker (discussion) Vote 6-0

DONATION

Dr. Hendrix recommended the Board accept the donations as presented.

WeBo Boy's Tennis – \$750 from Nancy Brownlee

WeBo High School Swim - \$500 from Superior Sealant and \$100 from Jagers

WeBo Food Pantry - \$100 from the Landfair Family, \$100 from the Skillman Corp, \$100 from the Rhodes Family, and \$100 from State Bank of Lizton.

Thorntown Elementary - \$100 from Mr. & Mrs. Larry Randle

Thorntown Elementary - \$100 from Mr. & Mrs. Larry Randle

Board motion: So Moved

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

THORNTOWN PUBLIC LIBRARY TRUSTEE APPOINTMENT

Dr. Hendrix recommended the re-appointment of Mr. Roger Boettcher, as the Western Boone appointed trustee to the Thorntown Public Library beginning January 1, 2015 and ending December 31, 2019. (Attachment)

Board motion: So Moved

Motion: Mike Biesecker Second: Bill Noland (discussion) Vote: 6-0

CONTRACT SERVICES – DRINKING WATER

Dr. Hendrix recommended the temporary contract hiring of Mr. Gary Moody as a certified water testing operator for our drinking water. (Attachment)

Board motion: So Moved

Motion: Bill Noland Second: Mike Biesecker (discussion) Vote: 6-0

NON-RESIDENT STUDENT TRANSFER

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

Ross M Eccles-Lowhorn – Grade 2 at Granville Wells Elementary

Paige Armstrong – Grade 7 at Western Boone Jr./Sr. High School

Board motion: So Moved

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

NEW BOARD POLICY – BP 6400 including the FOOD ALLERGY ACTION PLAN

The new **BP- 6400 - Food Allergic Students including the Food Allergy Action Plan** was tabled in order to go thru WBTA discussion process. (Attachments)

PERSONNEL

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

Retirement:

C Lynn Hiller – Granville Wells Elementary Teacher – effective at the end of the 2014-15 school year.

Resignations:

Heidi Mitchell – Granville Wells Elementary Instructional Assistant effective 12/18/2014.

Transfers:

Tami Ison – Granville Wells Elementary – moving from ECA Bookkeeper position into Granville Wells regular Preschool Instructional Assistant position effective January 5, 2015. Tami will still help with the bookkeeping until a qualified applicant is hired.

Pat Anderson – Western Boone – moving from substitute cook into a part-time position

Employment:

Tiffany Stanley, temporary Occupational Therapist covering Sarah Threlkeld-Berkhope's maternity leave (approximately January 19-March 16, 2015).

Mrs. Karon Roberts, additional Special Education Instructional Assistant for the second semester of the 2014-15 school year at Granville Wells Elementary.

Athletics:

Kirk Yates – Thorntown 5th grade Girls Head Basketball Coach

Kassie Yates – Thorntown 5th grade Girls Assistant Basketball Coach

Lindsey Musgrave – Co Head 6th grade Girls Basketball Coach

Elizabeth Mercer – Co Head 6th grade Girls Basketball Coach

Bobby Taylor – Co Jr High Assistant Swim Coach

Corrie Jones – Co Jr High Assistant Swim Coach

Board motion: So Moved

Motion: Mike Biesecker Second: Bill Noland (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: Bill Noland Second: Mike Biesecker (discussion) Vote: 6-0

OTHER

Dr. Hendrix recommended the board approve Eric Gubera as the Granville Wells 5th Grade Girls Basketball Coach.

Board Motion: So Moved

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

INFORMATION:

- School will be in session on Monday, January 19, 2015
- School will be in session on Monday February 16, 2015
- January 30th – Western Boone Basketball Homecoming - - WBEF Chili Fund Raiser

DOCUMENT SIGNING**ADJOURNMENT**

Board motion: So Moved

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

December 31, 2014

Ms. Debbie Smith
112 South Market Street
Thorntown, IN 46071

Mr. Mike Martin
5037 West 650 North
Thorntown, IN 46071

Mr. Bill Noland
4495 South State Road 39
Lebanon, IN 46052

Mr. Rick Davis
5457 Evans Road
Thorntown, IN 46071

Mr. Mike Biesecker
5725 West 50 South
Lebanon, IN 46052

Mr. Phil Foster
6541 South Darlington Road
Jamestown, IN 46147

Mr. Shane Steimel
5730 Elm Swamp Road
Lebanon, IN 46052

RE: Western Boone Schools
Legal Representation for 2015

Dear Board Members:

It has been our practice each year to advise board members of our interest in continuing to serve as the school district's general counsel for the coming year. The decision on the appointment of counsel is normally made at your annual organizational meeting in January, but it doesn't have to be made at that time. We serve as counsel at the board's pleasure, and you can make a decision on who serves you in general or on a particular matter at any time.

Hopefully you and the administration have been satisfied with our legal representation. We have enjoyed our relationship with you and previous boards and look forward to being of service to the Western Boone Schools if that is your pleasure.

Western Boone County Community
School Corporation Board Members
December 31, 2014
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For the past several years we have worked for you under a retainer arrangement calling for us to be paid \$6,000 per year at \$500 per month. We track our time each month and the retainer has covered the first hours of our time each month with no charge beyond the retainer amount unless additional time or expense was incurred. Services beyond the retainer are billed at an agreed hourly rate that is considerably below my normal hourly rate via a monthly statement that itemizes the time or expense and describes the work performed.

For normal work in 2015 we propose to keep the current \$500 monthly retainer in effect and charge my time (or that of whichever attorney is working on a matter) at the rate of \$220 an hour. This rate is still quite a bit below my normal hourly rate as a practicing attorney. I hope you believe my services are valuable and worth the cost.

As in the past, we would also expect to be reimbursed for any out-of-pocket expenses we might advance or incur in performing work on behalf of the school corporation. Those have not been significant in amount but they can include things like mileage or parking, photocopying, filing fees, etc.

Should there be adversarial litigation or a building project involving a bond issue or other special financing, we would discuss and agree on a special fee arrangement for that particular work once the project is sufficiently identified.

We attempt to provide timely and professional service to Western Boone and are sensitive to the high cost of legal representation and the seemingly ever-increasing need for legal assistance. I have been representing schools for over thirty years and am able to respond to many inquiries without having to go to the law books. I also attempt to keep your costs to a minimum in a variety of ways. For example, I recommend ways to avoid legal problems before they arise; update the administration on recent legal developments; assign particular tasks to the attorney having the most expertise in the area; use lower cost paralegals and student law clerks to perform tasks they can handle; don't personally attend board meetings unless it is necessary or is requested by you; subscribe to and keep current with publications devoted to the legal affairs of public schools; regularly attend (at no cost to you) state seminars and workshops put on for the benefit of school attorneys; communicate with ISBA staff counsel and other school attorneys to learn of their experiences and suggestions; and explore and utilize the benefit of all coverage available under your various liability insurance policies whenever it is available.

We communicate most often with your Superintendent and other members of the administrative team, since they are the ones charged with the day-to-day activities of the school system. But I am certainly willing to talk with any of you at any time. Our client is the school corporation, not the Superintendent, and you as board members have the ultimate legal responsibility for the conduct of its affairs. If at any time you have questions about the role we play or our services in a particular instance, please let me know. I want you to be comfortable with our representation and need to know what you expect.

If these arrangements are agreeable, you merely need to approve the retention of our firm as general counsel on these terms. Because this letter serves as the record of the terms under which we serve as your attorneys, it is a public record open to anyone who would wish to see it.

I look forward to working again with you during the next school year. If you or Superintendent Hendrix has questions about this arrangement or our services at any time, please give me a call.

Thank you for your consideration.

Very truly yours,

PARR RICHEY OBREMSKEY FRANSEN
& PATTERSON LLP

By



Kent M. Frandsen

slm

cc: ~~Dr. Judi Hendrix, Superintendent~~

601273

2014 End of the Year Appropriation Transfers

GENERAL

Account	In	Account	Out
100-11050-110-1	4,011	100-11300-110-3	178,376
100-11100-580-1	15		
100-11100-611-1	693		
100-11100-611-4	4,393		
100-11300-120-3	549		
100-11300-221-3	1,031		
100-11300-243-3	1,356		
100-11300-611-3	4,393		
100-11450-110-3	2,102		
100-12110-110-4	693		
100-12210-110-3	5,258		
100-12220-110-1	551		
100-12220-611-1	566		
100-12510-313-4	42,496		
100-12510-611-4	595		
100-21220-110-3	1,681		
100-21340-120-3	1,240		
100-21620-110-4	14,115		
100-22220-120-1	6,635		
100-22220-640-2	1,229		
100-22220-650-2	225		
100-22220-650-3	8		
100-22220-661-2	105		
100-23150-318-4	1,345		
100-23150-540-4	2,388		
100-23160-290-5	845		
100-23210-211-5	1,464		
100-23210-244-5	1,184		
100-23210-580-4	200		
100-23210-580-5	1,159		
100-24100-110-1	263		
100-24100-110-2	313		
100-24100-120-3	4,672		
100-25110-120-5	1,358		
100-25570-611-3	4,276		
100-26200-120-4	8,258		
100-26200-120-5	24,738		
100-26200-531-4	22,020		
100-26200-622-1	5,937		
100-26200-622-3	2,588		
100-26300-412-4	600		
100-26500-430-4	93		
100-26500-612-4	681		
100-33400-211-3	54		
Total	178,376	Total	178,376

CAPITAL PROJECTS FUND

Account	In	Account	Out
350-25850-120-5	3,011.59	350-25850-120-1	6,265.55
350-25850-243-5	2,365	350-25850-120-2	1,181.34

350-25850-430-4	17,292	350-25850-120-3	1,045
350-26200-625-2	18,249.21	350-25850-120-4	4,704.65
350-26400-450-3	236	350-25850-211-5	1,491
350-45100-450-3	9,596	350-25850-221-5	164
350-47000-730-3	514	350-25850-222-5	2,225
350-49000-450-3	10,000	350-25850-223-5	418.60
		350-25850-743-4	4,927
		350-25850-747-4	246.45
		350-26200-622-2	18,249.21
		350-26400-450-5	236
		350-45100-450-1	4,073
		350-45100-450-2	4,402
		350-45100-450-5	1,121
		350-47000-730-2	514
		350-49000-450-1	5,000
		350-49000-450-2	5,000
Total	61,263.80	Total	61,263.80
TRANSPORTATION FUND			
Account	In	Account	Out
410-27100-243-4	9968	410-27100-120-4	9968



Thorntown Public Library
124 N. Market St.
Thorntown, IN 46071

Phone 765-436-7348
Fax 765-436-7011

Web Page <http://www.been.boone.in.us/tpl>

December 6, 2014

Western Boone Community Schools
Board of Trustees
1201 N SR 75
Thorntown, IN 46071

Dear Board Members:

Roger Boettcher has been serving admirably on the Thorntown Public Library Board of Trustees as an appointee of the Western Boone school board. He is completing his first four-year term, and has served as board president throughout 2014. His term will expire December 31, 2014, and he has expressed a desire to be reappointed for another term.

The library is supported by tax revenue from Jefferson, Sugar Creek, and Washington townships and maintains representation from all three. Your other two representatives to the seven-member library board are Fern Miner (Jefferson) and Joe Vaughn (Sugar Creek); Roger is a Washington Township resident and his reappointment will allow us to retain a geographic balance. All three of your appointees represent you well and are faithful in attendance.

I would appreciate your reviewing this appointment at your next meeting. In the event that the board sees fit to reappoint Roger Boettcher, I have enclosed a Certificate of Appointment.

Thank you for your consideration of this request.

Sincerely,

Christine Sterle, Director

enc.

Temporary Hiring of Gary Moody

Joe Keith

Wed 1/7/2015 11:38 AM

To: Judi Hendrix <Judi.Hendrix@webo.k12.in.us>;

Cc: Lee Fletcher <Lee.Fletcher@webo.k12.in.us>;

Dr. Hendrix and School Board Members,
IDEM requires us to have a certified operator for testing our drinking water system. Don Crawford has performed this operation over the last 20 years. However, Dave Barnes was the certified operator who signed all of the required monthly reports. Don is proceeding to obtain his certification, but until he has acquired this, we need to have a certified operator to sign our monthly reports. Gary Moody, Thorntown Utilities, is certified and has agreed to sign these reports during the interim for a fee of \$200.00 per month. This fee also includes pulling any samples that may be due for required periodic testing. I would like to recommend we hire Gary to perform this for us.
Thank you for your consideration.

Joe Keith

Director of Maintenance

Western Boone County Community Schools

Office: 765-482-6333 Cell: 765-894-0343

E-Mail: joe.keith@webo.k12.in.us

FOOD ALLERGIC STUDENTS

BP-

Our schools take food allergies seriously. We understand that food allergies can be life threatening. Recognizing that the risk of accidental exposure to foods can be reduced in the school setting, we are committed to working with students, parents and physicians to minimize risks and provide a safe educational environment for food-allergic students.

Western Boone Schools will follow each child's Individual Food Allergy Action Plan which will alleviate any need to implement blanket food bans or attempts to prohibit the entry of food substances. While we do not support blanket food bans, we do encourage staff to consider children with severe allergy in school activity planning (e.g. staff not having nuts in the classroom, consideration of foods for special celebrations).

PARENT'S RESPONSIBILITY

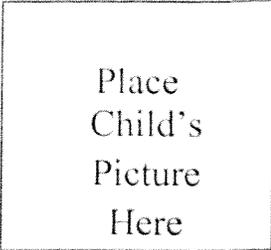
- Notify the school of the child's allergies.
- Provide written medical documentation including; allergy condition, instructions for reaction, and medication as directed by a physician.
- Develop a plan with the school administration to accommodate the child's needs, including; protocols in the classroom and cafeteria as well as an emergency action plan.
- Replace medications after use or upon expiration.
- Educate the child in the self-management of their food allergy including:
 1. safe and unsafe foods
 2. strategies for avoidance of exposure to unsafe foods
 3. symptoms of allergic reactions
 4. how and when to tell an adult they may be having an allergy-related problem
 5. how to read food labels (if age appropriate)
- Review plan after a reaction has occurred.

SCHOOL'S RESPONSIBILITY

- Review the health records submitted by parents and physicians.
- To not exclude students from school activities solely based on child's food allergy.
- Identify a core team: (i.e. school nurse, teacher, principal, cafeteria manager) to work with parents to establish Food Allergy Action Plan. All policy decisions about food allergy management should be made with core team participation
- Provide awareness to everyone who interacts with the student on a regular basis, including; understand food allergy, recognize symptoms, follow protocol in an emergency, and eliminate the use of food allergens in the allergic student classroom.
- Provide proper storage for medications, include physician's orders, and keep medications easily accessible to designa staff.
- Designate school personnel who can administer medications at all times.
- Review plan after a reaction has occurred.
- Provide school bus driver training including symptoms and reaction protocol.
- Recommend that all buses have communication devices in case of an emergency.
- Discuss field trips with family to determine any special instructions.
- Follow state/district guidelines regarding sharing medical information about the student.

Food Allergy Action Plan

Student's name: _____ D.O.B: _____ Teacher: _____



ALLERGY TO: _____

Asthmatic Yes* No *Higher risk for severe reaction
 Check all that apply: ___ will sit at separate table in cafeteria ___ will eat lunch in area other than cafeteria

STEP 1: TREATMENT

Symptoms:

Give Checked Medication**:

** (To be determined by physician authorizing treatment)

If a food allergen has been ingested, but *no symptoms*:

Mouth Itching, tingling, or swelling of lips, tongue, mouth

Skin Hives, itchy rash, swelling of the face or extremities

Gut Nausea, abdominal cramps, vomiting, diarrhea

Throat† Tightening of throat, hoarseness, hacking cough

Lung† Shortness of breath, repetitive coughing, wheezing

Heart† Thready pulse, low blood pressure, fainting, pale, blueness

Other† _____

Epinephrine	Antihistamine

If reaction is progressing (several of the above areas affected), give

The severity of symptoms can quickly change. †Potentially life-threatening.

DOSAGE

Epinephrine: inject intramuscularly (circle one) EpiPen® EpiPen® Jr. Twinject™ 0.3 mg Twinject™ 0.15 mg
 see reverse side for instructions)

Antihistamine: give _____
medication/dose/route

Other: give _____
medication/dose/route

IMPORTANT: Asthma inhalers and/or antihistamines cannot be depended on to replace epinephrine in anaphylaxis.

STEP 2: EMERGENCY CALLS

1. Call 911 (or Rescue Squad: _____). State that an allergic reaction has been treated, and additional epinephrine may be needed.

2. Dr. _____ Phone Number: _____ at _____

3. Parents _____ Phone Number(s) _____

4. Emergency contacts:

Name/Relationship Phone Number(s)

_____ 1.) _____ 2.) _____

_____ 1.) _____ 2.) _____

WHEN IF PARENT/GUARDIAN CANNOT BE REACHED, DO NOT HESITATE TO MEDICATE OR TAKE CHILD TO MEDICAL FACILITY!

Parent/Guardian Signature _____

Date _____

Doctor's Signature _____
(Required)

Date _____

TRAINED STAFF MEMBERS

1. _____

Room _____

2. _____

Room _____

3. _____

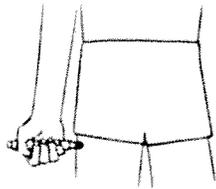
Room _____

EpiPen® and EpiPen® Jr. Directions

Pull off gray activation cap.



Hold black tip near outer thigh (always apply to thigh).



Swing and jab firmly into outer thigh until Auto-Injector mechanism functions. Hold in place and count to 10. Remove the EpiPen® unit and massage the injection area for 10 seconds.

Twinject™ 0.3 mg and Twinject™ 0.15 mg Directions



Pull off green end cap, then red end cap.

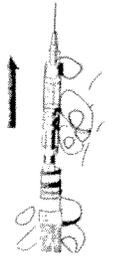


Put gray cap against outer thigh, press down firmly until needle penetrates. Hold for 10 seconds, then remove.

SECOND DOSE ADMINISTRATION:

If symptoms don't improve after 10 minutes, administer second dose:

Unscrew gray cap and pull syringe from barrel by holding blue collar at needle base. Slide yellow or orange collar off plunger.



Put needle into thigh through skin, push plunger down all the way, and remove.



Once EpiPen® or Twinject™ is used, call the Rescue Squad. Take the used unit with you to the Emergency Room. Plan to stay for observation at the Emergency Room for at least 4 hours.

For children with multiple food allergies, consider providing separate Action Plans for different foods.

*Medication checklist adapted from the Authorization of Emergency Treatment form developed by Mount Sinai School of Medicine. Used with permission.



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