

## BOARD MINUTES

Regular Meeting of the Board

November 8, 2010

7:00 P.M.

**WELCOME** – Board members in attendance: Mike Biesecker, Jane Faggett, Phil Foster, Bruce Guernsey, Bill Noland, Debbie Smith, Shane Stiemel

### **PLEDGE OF ALLEGIANCE** **PRAYER**

**PRESENTATION OF RETIREMENT PLAQUE** – Dan Kiger

### **MINUTES OF THE OCTOBER 11, 2010 MEETING**

The Chair will entertain a motion to approve the minutes of the October 11, 2010 board meeting.

Board motion:

Motion: Mike Biesecker                      Second: Bill Noland                      (discussion)                      Vote: 6-0;  
Shane Stiemel abstained

### **REPORTS**

- Kevin Prickett – Little League Baseball
  - Spoke of the conditions of the Granville Wells Little League Baseball Grounds
  - Requested that the Western Boone School Corporation contribute money into the renovations
  - Board provided grant recommendations for them to pursue and requested for them to come back at a later date with an actual proposal.

### **BUILDING PROJECT MONIES:**

I recommend the Board approve to place in the Rainy Day Fund all surplus monies (approximately \$355,000) from the building project. (See Attached)

Board motion:

Motion: Bruce Guernsey                      Second: Bill Noland                      (discussion)                      Vote: 5-2  
(No Vote: Mike Biesecker & Shane Stiemel)

### **LINE OF CREDIT FOR 2011:**

I recommend the Board approve the \$2,000,000 Line of Credit bid submitted by State Bank of Lizton. Their bid was a 4.49% fixed interest rate which had no additional fees charged to this Line of Credit, nor any penalties for early repayment of any possible loans needed in 2011. The Farmers Bank submitted a bid with a 2.905% interest rate; however, the bid was only for 60 days.

Board motion:

Motion: Debbie Smith                      Second: Mike Biesecker                      (discussion)                      Vote: 7-0

### **BOARD POLICY REVISION:**

I recommend the Board delete BP-1310, BP-2090, BP-2091 and adopted the revised BP-1290:

BP- 1310 – PUBLIC AND COMMUNITY GROUPS

Obsolete policy - delete

BP- 2090 – SUPERVISION AND EVALUATION

Obsolete policy - delete

BP- 2091 – ADULT EDUCATION DIRECTOR

Obsolete policy - delete

BP- 1290 – COMMUNITY USE OF SCHOOL FACILITIES

Updated to match current needs and buildings

Board motion:

Motion: Debbie Smith                      Second: Bill Noland                      (discussion)                      Vote: 7-0

## OUT OF STATE CONFERENCES – STAFF:

I recommend the Board approve the following extended out-of-state trip for staff:

Pam Taylor, Tricia Stanley, Judi Hendrix, and Susan Ottinger, to Washington DC for the National Blue Ribbon Award Acceptance for Thorntown Elementary School on November 15-17, 2010. All expenses will be paid with grant money used only for Professional Development.

Board motion:

Motion: Debbie Smith    Second: Bill Noland    (discussion)    Vote: 7-0

## PERSONNEL

### Retirement:

Cheryl Gates, Granville Wells Teacher effective end of the 2010-11 school year.  
Dan Kiger, Western Boone Teacher effective October 18, 2010.

### Resignations:

Brian Bowerman, Varsity Boys Golf Coach.  
Merridy Crow, part time cook, Western Boone effective October 18, 2010.  
Bonnie Frye, part time cook, Western Boone effective November 30, 2010

### Leave:

April Turner, Granville Wells & Thorntown Elementary – leave from appx March 14, 2011 through appx May 26, 2011. The first 60 days will be FMLA.

### Employment:

Lisa Whittinghill – Thorntown – part time cook effective November 8, 2010 – replacing Sherry Toney.  
Terry Barrett – Western Boone – part time cook effective October 18, 2010, replacing Merridy Crow.  
Julie Taylor – full stipend for Dept Chairperson of family and consumer sciences at WeBo.

Athletics: (All positions are pending clear background reports.)

Gary Burns – WeBo 8<sup>th</sup> grade Girls Head Basketball Coach  
John Mercer – WeBo 7<sup>th</sup> grade Girls Assistant Basketball Coach  
Cassie Hobensack – WeBo Jr High Volunteer Cheerleading Coach  
Laura Jones – WeBo Jr High Volunteer Cheerleading Coach  
Rick Overfield – WeBo Weight Room Supervisor (paid by grant monies – addition to names of those already approved in the summer)  
Adriane Turner – WeBo Varsity Assistant Girls Basketball Coach – modification  
Dustin Harrison – WeBo JV Girls Basketball Coach - modification  
Norman Pratt – Granville Wells 6<sup>th</sup> grade Head Boys Volunteer Basketball Coach  
Kevin Prickett – Granville Wells 6<sup>th</sup> grade Assistant Boys Volunteer Basketball Coach  
Mike Hysong - Granville Wells 6<sup>th</sup> grade Assistant Boys Volunteer Basketball Coach  
Doug Randle – Granville Wells 5<sup>th</sup> grade Head Boys Volunteer Basketball Coach  
Gary Allen, Thorntown 5<sup>th</sup> grade Head Boys Volunteer Basketball Coach  
Rick Davis, Thorntown 5<sup>th</sup> grade Boys Volunteer Basketball Coach  
Ben Lawson, Thorntown 6<sup>th</sup> grade Head Boys Volunteer Basketball Coach  
John Michalke, Thorntown 6<sup>th</sup> grade Boys Volunteer Basketball Coach  
Keith Hodgen, Thorntown 6<sup>th</sup> grade Boys Volunteer Basketball Coach

Board motion:

Motion: Mike Biesecker    Second: Shane Stiemel    (discussion)    Vote: 7-0

**CLAIMS**

The business manager will be available to answer questions regarding claim items.  
The chair will entertain a motion to accept claims as presented.

Board motion:

Motion: Bill Noland      Second: Phil Foster      (discussion)      Vote: 7-0

**COMPARISON REPORT** – Business Manager

**INFORMATION:**

- Executive Session – December 13, 2010 at 6 pm prior to the Regular Board Meeting – IC: 5-14-1.5-6.1(10)  
To discuss job performance evaluation of individual employees.
- Open House for completion of building projects:  
Monday, November 22 – Western Boone from 6:00 to 7:30  
Tuesday, November 23 – Thorntown & Granville Wells Elementary from 6:00 to 7:30

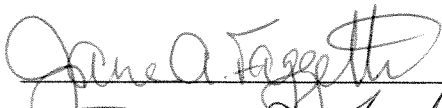


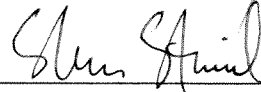
Landscaping – Contractor possibly start the work this week at Western Boone Jr-Sr High School  
Commended: Fall Sports and FFA Livestock Judging Team


**DOCUMENT SIGNING**

**ADJOURNMENT**

Board motion:

Motion: Bruce Guernsey      Second: Mike Biesecker      (discussion)      Vote: 7-0

  
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To: Members of Western Boone School Board

From: Judi Hendrix, Superintendent  
Dave Barnes, Director of Maintenance  
Victor Landfair, Skillman Corporation

Re: Finalizing Building Project

Date: October 5, 2010

Remaining Project Dollars:

Approximate amount of Project money left from the project: \$355,000

Please note, there is still money remaining in technology to be finalized

This reflects the additional money needed for repairing the h.s. parking lot

Items remaining:

1. Thorntown roof top HVAC units on original list needed for better source of back up heat. \$200,000
2. Brick tuckpointing at WB on original list needed for waterproofing and sealing the building. \$45,000
3. Thorntown gym AC on original list as an alternate needed for cooling and decrease condensation. \$100,000
4. Underground storage tank to be made environmentally safe, on original list. \$10,000
5. Additional work on Thorntown gym AC. \$45,000
6. Water booster pump at Thorntown on original list \$50,000
7. Additional South Drive at Granville Wells. \$80,000

Options:

1. Spend all remaining project dollars (\$355,000) on items 1-4
2. Spend part of remaining project dollars (\$200,000) on item 1 give back \$155,000
3. Spend part of remaining project dollars (\$245,000) on items 1 and 2 give back \$110,000
4. Spend none of the project dollars and give back \$355,000

Options for remaining Building Project dollars:

1. Spend on items from original list or needed because of developed project needs
2. Put back on debt principal for one year
3. Put in established Rainy Day Fund

Debt Service rate using remaining Project dollars for one year:

**Tax Rate Based on 2010 Corporation's Assess Value Total of \$514,001,660**

	<b>Tax Rate</b>		<b>\$150,000 with Standard Deductions Annual Property Tax Bill for Debt Service:</b>	
2011 Debt Service Tax Rate	0.5723		\$457.75	
		<b>Difference</b>		<b>Difference</b>
2011 Debt Serv reduced by \$355,000	0.5032	-0.0691	\$402.48	-55.27
2011 Debt Serv reduced by \$155,000	0.5421	-0.0302	\$433.60	-24.15
2011 Debt Serv reduced by \$110,000	0.5509	-0.0214	\$440.64	-17.11

**MEMORANDUM**

**TO:** Dr. Judi Hendrix, Superintendent  
School Board Members

**DATE:** November 8, 2010

**SUBJECT:** Line of Credit for 2011

State Bank of Lizton and The Farmers Bank submitted a bid for the advertised \$2,000,000 line of credit.

The State Bank of Lizton's bid is for a fixed rate of 4.49% on a Two Million and 00/100 Dollar (\$2,000,000.00) line of credit. This is the same fixed rate as the 2010 Line of Credit. The 2011 line of credit will have a maturity date of December 31, 2011 and allows for lesser amounts to be borrowed from time to time and also allows for repayments in lesser amounts from time to time until the maturity date with no penalties for early repayments. There are no fees to be charged with the line of credit.

The interest rate would be applied to the daily outstanding balance from the date of any borrowing until the date of repayment with non-taxable interest calculated on a 365-day basis. The interest due on any borrowings will be due at maturity on December 31, 2011.

The bid proposal also included a Form No. 95 Non-Collusion Affidavit signed by Mr. Jeffrey Tribbett that has been notarized.

The Farmers Bank's bid is a fixed rate of 2.905% for a period of sixty (60) days only plus a \$1000.00 nonrefundable commitment fee. If the Loan transactions contemplated have not been closed within such sixty (60) days period, the Lender's commitment and agreement shall automatically withdrawn unless extended in writing.

My recommendation is for the Corporation to accept State Bank of Lizton's 12 month - fixed rate bid of 4.49% for the 2011 line of credit due to the fact that The Farmers Bank did not provide a 12 month bid for the 2011 line of credit.

Respectfully submitted,



Vivian Norman  
Business Manager

No contest drives, or ticket sales involving agencies outside the schools may be sponsored or promoted by schools without specific authorization by the superintendent.

As schools are tax supported, fund raising projects by an individual school are discouraged, except in those approved instances where the project has become a traditional part of the students' school experiences or contributes to the personal growth of the involved student in becoming a responsible citizen.

Date Adopted: 08/22/94

*obsolete  
Not used -*

SUPERVISION AND EVALUATION

BP - 2090

The principal shall be responsible for the supervising of the teachers in his/her building, and shall submit each year by the first meeting in March to the superintendent and the Board a written and oral report on the status of the teacher relative to achievement, performance and fitness for the position held. Final decision relative to teacher retention rests with the Board of Education.

All teachers in the system are to be evaluated at least twice a year by the principal under whose jurisdiction they work. The first evaluation must be made in the first semester. After a class visitation, the principal will discuss with the teacher his or her strengths and weaknesses and offer suggestions for improvement. The evaluation summary sheet will be made in triplicate, each being signed by both teacher and principal. One copy of this summary sheet will be filed in the superintendent's office with each evaluation. A summary evaluation sheet must be filed in the superintendent's office by the end of the first semester.

Date Adopted: 08/22/94

Obsolete  
Follow BP 3130

**JOB GOAL:** To extend the benefits of the district's educational program to as wide a section of the community as is interested and as can benefit from continued exposure to academic work and vocational courses.

**PERFORMANCE RESPONSIBILITIES:**

1. Organizes such classes in the general adult education program as are needed in the community as evidenced by original and sustained enrollments.
2. Finds and screens applicants for teaching positions and recommends them to the superintendent for appointment.
3. Determines tuition fees and collects tuition as required, depositing such collections promptly with the district's business manager and maintains an accurate system of records for all funds handled.
4. Prepares press releases to be sent announcing the adult education program and its offerings.
5. Oversees the enrollment of all students in the program and maintains accurate records.
6. Initiates all supplies requisitions for adult education classes.
7. Maintains complete and accurate records of the program, and from these records prepares such reports as may be required by district personnel.
8. Guides and counsels adult students interested in continuing their education.

**EVALUATION:** Director of Adult Education is responsible to the Building Principal.

Date Adopted: 08/22/94

*deleted  
obsolete*



## COMMUNITY USE OF SCHOOL FACILITIES

BP - 1290

Western Boone County Community School Corporation encourages the use of its school facilities by residents, employees and property taxpayers of the school district. Groups interested in using the facilities must review the established guidelines and submit an application to the Building Principal of the facility requested. The building level administrator shall exercise discretion and make the determination regarding building use per the established guidelines (see attached).

Date Adopted: 8/22/94

Date Revised: 12/13/04

Date Revised: 11/08/10

## COMMUNITY USE OF SCHOOL FACILITIES - GUIDELINES

### INSURANCE REQUIREMENTS

All non-school groups must provide proof of insurance with limits of no less than \$500,000 combined single limit liability for both bodily injury and property damage liability and an addition naming the Western Boone County Community School Corporation as an additional insured and a signed Release and Indemnification Agreement completed by the appropriate representative. Those who are not part of an organization with proof of insurance are required to sign a release waiver.

The following groups may use facilities (no rental fees charged) with Corporation Administration's permission.

- \* School related student, teacher and parent groups, e.g. student clubs, WBCTA, PTO, etc.
- \* Organized local youth groups, e.g., Brownies, Scouts, 4-H, school athletic associations.
- \* Organized local adult groups for special meetings sponsored by local civic organizations which are of general interest, educational, open to public, and no admission fee is charged.
- \* A group, club or student activity that benefits the students

### RENTAL FEE SCHEDULE FOR USE OF SCHOOL FACILITIES (For organizations that charge for admission or make money off of the facility)

<u>FACILITY</u>	
Granville Wells and Thorntown Cafeterias	\$40/1st hour * \$15 each add'l hour
Granville Wells and Thorntown Gymnasiums	\$100/1st hour * \$50 each add'l hour
Western Boone Cafeteria	\$40/1st hour * \$15 each add'l hour
Western Boone Gymnasium	\$100/1st hour * \$25 each add'l hour
Western Boone Auditorium	\$100/1st hour * \$25 each add'l hour
Western Boone Swimming Pool	\$100/1 <sup>st</sup> hour \$25 each add'l hour
Outdoor Fields	\$50/1 <sup>st</sup> hour * \$25 each add'l hour

#### \*Notes regarding other fees:

1. Custodians and cooks will be paid at overtime rate if activity is held outside normal working hours.
2. If extra clean-up is required after the activity, the renting organization will be responsible to pay custodial fees incurred.
3. The Swimming Pool Supervisor will be paid at contracted hourly rate.
4. Custodians, cooks, technical crew for the Auditorium and lifeguard for the Swimming Pool are in addition to the rental fee.
5. Rental fees are payable to Western Boone County Community School Corporation. Custodial, cook, pool supervisor, lifeguard, and technical crew fees are to be paid to the Corporation, which will reimburse the parties to be compensated.
6. The Corporation Administration reserves the right to waive and/or reduce fees on a case-by-case basis.

## GENERAL RULES AND REGULATIONS

1. When custodial services are needed, a custodian must be on duty. A cook must be on duty when kitchens are used. An approved pool supervisor must be on duty when the pool is used.
2. Organizations approved to use facilities may not assign, transfer, sublet, or charge a fee for use of facilities, unless special permission is granted.
3. All activities must be under competent adult supervision. The custodian will supervise the operation of the facilities but is not required to supervise the group or its activities. The corporation administration may require the hiring of additional adult supervisors.
4. All permits are revocable and will not be considered as a lease. The School Board or its authorized agent may reject any application.
5. Furniture and equipment owned by the district shall not be moved from one school to another or from one classroom to another.
6. Any apparatus or other equipment moved into the building must have prior approval and must be removed promptly so as not to interfere with normal school programs.
7. School property shall not be used for teaching, promoting, disseminating, or furthering of any theory or doctrine of subversive nature.
8. Organizations using the school facilities shall agree to indemnify the district for any and all damage by any person or persons attending the event, and likewise the school district against any and all liability and any damages to any person or persons, and hold harmless the Western Boone County Community School Corporation, their agent and employees from and against all claims, damages, losses and expense including attorney's fees.
9. Tobacco use is prohibited on school grounds.
10. The use of intoxicating beverages or substances is prohibited anywhere in or on the premises. Persons in attendance must confine themselves to areas assigned. Disorderly conduct is prohibited. The permit holder shall assume full responsibility for any unlawful act committed in the exercise of the permit.
11. All local and state ordinances and laws of the police and fire departments must be observed.
12. All programs, performances or any usage of buildings must conclude by 12:00 midnight, unless prior permission is obtained from Corporation Administration.
13. Any use of recreational, audio-visual, or other school equipment must show item approval on the use permit prior to use. Competent equipment operators will be provided by the school at permit holder's expense.
14. Regular school activities and organizations of the school will have first priority in reserving the use of any school facilities.
15. All organizations using school facilities must fill out an application regardless of charge.
16. Organizations may be required to submit an application to the school board for use of facilities on Sundays or holidays.
17. Any organization using facilities where set-up is required should contact the Building Principal at least 3 days in advance of the event. The swimming pool director or the food services director needs to be contacted in advance so that specific arrangements can be made for the use of the pool or cafeteria.
18. No facilities will be rented to individuals for personal use.
19. The above rules may only be changed by the Corporation Administration.

WESTERN BOONE COUNTY COMMUNITY SCHOOL CORPORATION  
1201 North State Road 75, Thorntown, Indiana 46071

APPLICATION FOR USE OF SCHOOL FACILITIES

Organization or Group Requesting Use of Facilities \_\_\_\_\_

Purpose of Facility Use \_\_\_\_\_

How Many People Will Be Involved in This Activity \_\_\_\_\_

Name and Location of Facility Desired \_\_\_\_\_

Date of Activity \_\_\_\_\_ Hours Requested \_\_\_\_\_

**The Following Services Will Be Needed:**

**Custodians:** How Many? \_\_\_\_\_ How Long? \_\_\_\_\_ Pay Rate? \_\_\_\_\_

**Cafeteria Personnel:** How Many? \_\_\_\_\_ How Long? \_\_\_\_\_

**Pool Supervisor:** How Long? \_\_\_\_\_ Pay Rate? \_\_\_\_\_

**Lifeguard:** How Many? \_\_\_\_\_ How Long? \_\_\_\_\_ Pay Rate? \_\_\_\_\_

**Administrative Supervisor:** How Many \_\_\_\_\_ How Long \_\_\_\_\_ Pay Rate \_\_\_\_\_

**Facilities Set-Up:** How Many Tables? \_\_\_\_\_ How Many Chairs? \_\_\_\_\_

**Equipment:**

Podium? \_\_\_\_\_ Microphone? \_\_\_\_\_ A.V. Equipment?(specify) \_\_\_\_\_

Please describe your set-up arrangement \_\_\_\_\_

**Charges:** Use of Facility \$ \_\_\_\_\_ Personnel \$ \_\_\_\_\_

**Name of Organization Representative** \_\_\_\_\_

**Address** \_\_\_\_\_

**Daytime Phone** \_\_\_\_\_ **Evening Phone** \_\_\_\_\_

**Having read the policies, rules and regulations for use of school facilities, we agree to adhere to them and to be responsible for payment of all fees charged and damages to property, not including ordinary wear and tear.**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

(Organization Representative)

**Please Note:**

Arrangements for meals to be prepared and served by cafeteria employees should be discussed with the Food Service Director.

\*All checks for school facilities and employee compensation are to be made out to Western Boone County Community School Corporation.

Approved By \_\_\_\_\_ Position \_\_\_\_\_

Western Boone County Community School Corporation

COMMUNITY USE OF SCHOOL FACILITIES

RELEASE WAIVER

I, \_\_\_\_\_ (User) agree to indemnify and hold harmless the school, school board, school board officials, administrators, principals, teachers and all other school employees, volunteers or representatives, and all persons and bodies corporate acting for or on behalf of them, against all liability, claims, demands, actions, suits damages, proceedings, costs and expenses (including reasonable attorney fees) whatsoever (including injury to persons and damage to property) for which they may be or become liable directly or indirectly arising out of the use of School premises by the user (or the servants, agents or invitees of the User), and for such further sums in excess of those contained in any insurance policy procured by User relating to the use of the School premises or for such amounts as may not be payable under any such insurance policy.

Name of User-print \_\_\_\_\_

Signature of User \_\_\_\_\_

Activity of School Facility \_\_\_\_\_

Date: \_\_\_\_\_



## **GENERAL FUND COMPARISON REPORT:**

As of the end of October, 2010 the General Fund cash balance is \$1,888,534.39.

In the General Fund as of October 31, 2010, we have expended a total of \$8,669,896. This means the corporation has 25% of the appropriation balance left based on the 2010 “projected” expenditures.

