

MINUTES OF REGULAR SCHOOL BOARD MEETING
MANCHESTER COMMUNITY SCHOOLS
July 1, 2014

The Manchester Community Schools' Board of Trustees met at Manchester Community Schools Administration Offices on July 1, 2014 at 5:30 p.m.

Board Members were present or absent as follows:

PRESENT: Mr. Byron Brunn, Mr. Steve Flack, Mrs. Sally Krouse, Mr. Tim McLaughlin, Mr. Brian Schilling, and Dr. Nate Trump

Also in Attendance: Dr. Bill Reichhart, Superintendent; Scott Bumgardner, Business Manager; Attorney Al Schlitt; and Eric Seaman, *Wabash Plain Dealer*

CALL TO ORDER

Mrs. Krouse, School Board President, called the meeting of the Manchester Community Schools' Board of Trustees to order at 5:30 p.m. Dr. Reichhart led those in attendance in reciting the Pledge of Allegiance.

CONSENT ITEMS

- *A. Minutes
 1. Minutes of the June 3, 2014 School Board Meeting.
 2. Minutes of the June 3, 2014 Executive Session.

- *B. Claims
 1. Regular Claims dated July 2, 2014.
 2. Prepaid Claims dated June 30, 2014.
 3. Payroll Claims dated June 16, 2014 and July 1, 2014.

- *C. Grant
 1. Community Foundation of Wabash County grant in the amount of \$10,000.00 from the Board of Good Deeds Endowment for the Begindergarten program.

- *D. Donations
 1. Anonymous donation in the amount of \$600.00 for the purchase of a camera for the MJSHS Football Program.
 2. Anonymous donation in the amount of \$1,400.00 to the MJSHS Wrestling Program.
 3. Donation in the amount of \$100.00 from Tri Kappa, Inc., Gamma Kappa Chapter, for Health and Wellness of MCS students.
 4. Donation in the amount of \$100.00 to the MJSHS Art Department from Tri Kappa, North Manchester Gamma Chapter.
 5. Donation in the amount of \$100.00 to the MJSHS Theatre Department from Tri Kappa, North Manchester Gamma Kappa Chapter.

- *E. Personnel
 - MES
 - Resignation
 1. Sarah McKee, P.E. Teacher (eff 06/09/14)
 2. Shaina Schoof, Grade 2 Teacher (eff 06/09/14)
 3. Erica Witt, Grade 3 Teacher (eff 06/09/14)
 - MIS
 - Employment
 1. Stephanie Pinkerton, Grade 4 Teacher (eff 08/11/14)
 2. Annie Clark, Grade 6 Chair (eff 08/11/14)
 - MJSHS
 - Medical Leave
 1. Sandy Calaway, Spanish Teacher, 1st Semester 2014-2015
 - Retirement
 1. Susan Klingler, English Teacher (eff June 2014)
 - Resignation
 1. Jacqui Emy, Key Club Sponsor (eff 06/09/14)
 2. Jason Doehrman, Freshmen Boys' Basketball Coach
 3. John Burton, Assistant Varsity Football Coach
 4. Brooke Airgood, P.E. & Health Dept. Chair
 - Employment
 1. Holly Thompson, .5 Guidance Counselor (eff 2014-2015)
 2. Ashton Bolinger, Volunteer Soccer Coach
 3. Andrew Hill, Volunteer Soccer Coach
 4. Annie Clark, Volunteer Running Club
 5. Jolane Rohr, Volunteer Running Club
 6. Tommy Riggs, Assistant HS Football Coach

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7. James Steensma, English Teacher (eff 08/11/14)
8. Mandy Renbarger, FACS Teacher (eff 08/11/14)
9. Emily Haecker, Volunteer Girls Soccer Coach
10. Patricia Shoemaker, Assistant Cross-Country
11. Janika Marcum, Volunteer HS Cheer Coach
12. Heidi Slavkin, English Teacher (eff 08/11/14)
13. Kristiania Grogg, Winter Guard Director

MAO

Employment

1. William Wayne Stanton, Bus Driver (eff 2014-15)
2. Adrienne Kamphues, Bus Driver (eff 2014-15)

Dr. Reichhart recommended approval of all of the consent items hereinabove documented.

Mr. McLaughlin moved to approve the Consent Items as recommended by Dr. Reichhart. Mr. Flack seconded the motion. With no further questions or discussion, a vote of 5:0 approved the Consent Items as presented.

NEW BUSINESS

- *A. Student Handbooks
1. MES
 2. MIS
 3. MJSHS
 4. Technology Handbook

Mr. Mullett presented a list of modifications proposed for the MES Parent/Student Handbook including Health and Wellness language which all three school buildings will be modifying; classroom placement procedures; promotion/retention language; and language regarding birthday party invitations. The proposed item #3 was omitted by Mr. Mullett.

Mr. Self introduced proposed changes for the MIS Student Handbook which included the Health and Wellness language referred to by Mr. Mullett; clarification of the attendance policy to match current Board Policy; change the technology language in the handbook to refer to the now separate technology handbook to eliminate duplication; change the reference in the handbook regarding substance abuse to no longer refer to Board Policy which no longer exists; and parental input on classroom placement similar to Mr. Mullett's proposal.

Mrs. Ulrey referred the Board Members to a red file folder that was distributed to them. The Student Handbook has been re-organized. Mrs. Ulrey reviewed the whole handbook in general and then pointed out specific proposed changes including the Health and Wellness language referred to by Mr. Mullett and Mr. Self. Mrs. Hire also updated immunizations according to current State law. The media technology section was updated by Mrs. Acree regarding student expectations and the media center content areas that are new with the Follett shelf and e-books. In the Discipline section, all the possible violations have been condensed into 28 possible violations which can be displayed in Power School in order to have consistency in reporting. Boxes including the ranges of possible consequences are then included. Number 14 regarding iPad misuse/abuse has been added. E-cigarettes are also now addressed. Mrs. Ulrey clarified for Dr. Reichhart that the range of consequences means that depending upon the severity of the violation, a consequence of any level appropriate could be implemented. The consequences would not necessarily be implemented in a certain numerical order. Dr. Reichhart recommended clarification of that point so that parents would understand it is not intended to be progressive steps, maybe call them 'possible consequences' rather than 'range' or 'dependent on severity of offense.' In the Dress and Appearance section regarding dress code for short and skirt length, modification was made to reference that they should be appropriate for height and body type giving discretion different than the previous 'dollar bill' rule. Mrs. Ulrey also clarified for Dr. Reichhart that there will not be a policy regarding the wearing of shorts on days of specific cold temperature extremes. With respect to I.D. Badges, students are instructed they must wear their badges at all times in the school building. Students are allowed two temporary I.D.'s per semester. At the third occurrence, the student must purchase a new I.D. The Athletic Code of Conduct section clarifies that the Code is in force 24/7 for 365 days and not just on MCS property. Squire Academy was added as an alternative educational opportunity with Dorey Mobley as the Lead Teacher. Dr. Reichhart then addressed the fact that there is a section for School Bus Violations with a range of consequences, and also a section under Transportation with bus conduct listed and a range of consequences. Mrs. Ulrey then explained the difference between the two sections, being that the language under Transportation would be more specific to incidents addressed by the bus driver in the way of writing up a referral; whereas, the School Bus Violations would be when Mrs. Ulrey investigates an incident that has come into the school that the bus driver knows nothing about. Discussion by Dr. Reichhart and various board members with Mrs. Ulrey ensued regarding clarification of those two areas and whether they

should be combined in some way to eliminate confusion. A possible solution suggested was to leave the conduction discussion in the latter Transportation section, but eliminate the range of consequences and refer back to the School Bus Violations range of consequences so that they are the same. However, the consequences in the latter section were designed in the form of level 1, level 2, level 3. Further discussion ensued as to the best way to clarify the language, which section should refer to which section. The original Transportation guidelines were originally set up as suggested guidelines with discipline initiated at any level depending on the severity. Mr. Self then interjected the variance regarding the type of misconduct, such as standing up on the bus and screaming vs. bringing a pellet gun on the bus. With more discussion, it was decided to leave it as proposed with suggestion to continue to try to clarify some of the language in future prints.

Dr. Reichhart presented the technology handbook proposals for Mr. Miller who was excused from tonight's meeting. Mr. Miller has proposed to delete Items #1-5 and reference that those items are outlined in the Student Handbook to eliminate duplication. New iPad covers have been ordered in black to replace the old red covers to hopefully eliminate some damage issues. Therefore, the replacement cost for those covers will raise from \$6.00 to \$8.25 which brings the technology fee up to \$101.53 for grades 5-8 and \$100.96 for grades 9-12. Mr. Miller also recommends that any replacement parts be retained through the district technology staff rather than parents buying replacements elsewhere. The proposed costs for repair would be: iPad repair \$129; broken glass \$85; lightning cable \$12; power charger \$20. Last year parents were given the option to purchase insurance at \$48. After reviewing data from the first year, it was found that the insurance company made quite a bit of money off of MCS. We would like to try to self-insure the iPads this year at a cost of \$40 each which should cover the cost of repairs. The coverage would include accidental damage to the iPad due to drops, falls, collisions, spills, water damage, floods, vandalism or power surges; loss or damage due to fire which would include the case; loss due to theft which would include the case; and accidental damage while in possession of a loaner iPad. Last year the case was not covered nor was a loaner covered in the case of accidental damage. There is also a list of things not covered. The insurance must be purchased prior to the student receiving the device. Mr. Miller also includes in his proposal new language regarding Device Return policy, Unpaid Technology Fees language, and suggests removal of the Student/Parent Technology Agreement to be replaced with an iPad User Agreement as noted. Dr. Reichhart commented that these changes reflect issues that have come up in the past year, being the first year of experiencing use of the iPad technology. Dr. Reichhart recommended approval of the handbook changes as proposed by Mr. Miller.

Mr. Schilling made a motion and Mr. McLaughlin seconded the motion to approve the recommended Handbook Changes presented. With no further discussion, a vote of 6:0 approved the changes.

*B. Textbook Rental and Fee Recommendations

Kindergarten	\$117.73	(+\$13.74 purchased Reading Street Notebook that was free last year)
Grade 1	\$135.75	(-\$1.30)
Grade 2	\$148.68	(+13.44 purchased Reading Street Notebook that was free last year)
Grade 3	\$130.64	(+\$1.58)
Grade 4	\$123.50	(-\$5.01)
Grade 5	\$205.65	(+\$4.52)
Grade 6	\$215.68	(+\$10.59)

Manchester Junior-Senior High School fees are dependent upon classes taken.

Mr. Mullett and Mr. Self reviewed the above proposed fee changes. The increase in 4th grade enrollment helped decrease the cost by \$5.00. Fifth grade has a \$4.52 increase due to a slight drop in enrollment numbers and a \$3.00 increased fee for art supplies. Sixth grade increased \$10.59 due to a combination of the class size dropping a bit and an addition of a couple of notebooks for reading language arts, as well as an increase in art fees.

Mrs. Uirey then reviewed the most notable of changes in the list of fees for the junior and senior high school. Language Arts is getting new vocabulary books. English 9 is purchasing a new book off of Follett Shelf for a \$9.49 increase. Language labs have a \$20 Apex tutorial fee. Foreign language had additional cost for workbooks. Science in grade 7-8 had additional costs for Project Based Learning. Social Studies AP History had to purchase additional books for a

bigger class. Math also has a \$20 increase for Apex tutorial seats. The 'Turn It In' fee is a service fee for checking for plagiarism. When a subscription renewal was purchased for the online book for Pre-Calculus, it turned out the text book also had to be purchased, contrary to Mr. Sarber's understanding, which resulted in an increase of \$17.50. Mrs. Ulrey then reviewed the textbook fee samples by grades. Grade 7 totals \$280.69 including iPad rental and Grade 8 totals \$270.80 including iPad rental. Grades 7 and 8 are pretty standard due to limited elective classes. Grades 9-12 are listed with sample choices, as those grades can vary depending on electives.

Mr. Flack made a motion to approve the recommended textbook fees for 2014-15. Mr. Brunn seconded the motion. With no further discussion, a vote of 6:0 approved the textbook fees as proposed.

*C. Section 504 Policy

Dr. Reichhart recommended the approval of the Section 504 Policy that was brought to the Board at the June 3 Board Meeting for review and consideration.

Mr. Brunn made a motion to accept the Policy. Mr. Flack seconded the motion. With no questions or further discussion, the Board voted 6:0 to approve the Section 504 Policy.

*D. Change in Benefit Package for Food Service Operations Manager

Mr. Bumgardner recommended moving the Food Services Operations Manager position from an hourly position to a salary position with administrative benefits due to the actual job requirements that the position now holds.

Mr. Schilling asked how many staff members she manages. It was noted that she manages approximately 25 kitchen staff members. Dr. Reichhart commented that Ms. Landes has attended several conferences and workshops and that her position has become quite large in order to comply with regulations which includes a lot of increased paperwork and management of a budget. Ms. Landes also manages the hiring and termination of her staff. The salary would be about the same as the hourly amount, so essentially the benefits are what is being added. Dr. Reichhart further commented that she is largely recognized in our area. Mr. Bumgardner added that Ms. Landes is very interested in doing a good job and being the best Food Service Director.

Mr. Schilling made a motion to approve the changes of the position of Food Service Operations Manager from hourly to salary with benefits. Mr. Flack seconded the motion. With no further discussion, the Board voted 6:0 to approve.

*E. Contracting for Services of Steve Shumaker at an Hourly Rate

Dr. Reichhart stated that MCS can either bring in someone from the outside to help through consultation to help get Mr. Bumgardner started in the Business Manager's position, or MCS can ask Mr. Shumaker to come in when Mr. Bumgardner needs a little help from time to time as things come up, especially as a result of changes in State requirements. Looking at Mr. Shumaker's hourly rate upon his retirement, cost would be approximately \$45.00 per hour to have him supply some support which would be in line with the cost of an outside source. Dr. Reichhart recommended having Mr. Shumaker supply that support as needed at the stated rate with a cap of \$2,500 for the next year. Mr. Shumaker is willing to provide those services at that rate.

Mr. Brunn made a motion to approve Dr. Reichhart's recommendation. Mr. McLaughlin seconded the motion. Without further discussion, the Board voted 6:0 to approve.

ADMINISTRATIVE UPDATES AND REPORTS

A. Principals

Mr. Mullett thanked the Wabash County Community Foundation for the Begindergarten grant. Thirty students commenced class, which is the largest class so far. As the program is growing, the benefits are being seen. Mr. Mullett looks forward to sharing some of the pre- and post-test data of those students as they go through the elementary grades. Third graders took the Summer iRead 3 test. There were 5 students retaking the test. They worked very hard. Hopefully, at the August board meeting we will have those results and in combination with the spring results we can combine those for a complete iRead program. The SPARK program has started as well. There are 48 students in grades 1 - 3. There is a site director there taking responsibility of that role. It is well organized and going well. Right now there are about 80 students at MES on a daily basis. This is a great opportunity for our students to get summer remediation. SPARK also conducts parent meetings, a pre-program, mid-program and post-program meetings. They are in the building from 8am-4:30pm.

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Mr. Self had no report except to invite folks to visit the new playgrounds at MES and MIS. Mr. Self commented that Jay Fawley has done a great job coordinating those projects. Mr. Mullett also commented that the equipment is very colorful and appealing to the eye.

Ms. Ulrey had no report to give.

B. Business Manager

Mr. Bumgardner stated that Mr. Shumaker left him in great shape and has helped him a great deal. There has been a lot of exciting things going on with the new playground equipment, new gym floors, some new carpet and painting going on in the buildings. Mr. Bumgardner was initiated his first two official days with jury duty. Mr. Bumgardner is very excited to be getting his feet wet at MCS.

C. Curriculum Director

Mrs. Gnagy's first official day was today which she spent sorting and looking through files and checking deadlines. She said it feels good to get in and get started. She is also excited about getting started as Curriculum Director.

D. Superintendent

Dr. Reichhart welcomed Mr. Bumgardner and Mrs. Gnagy and also commented that today was also Mrs. Knight's first official day as Transportation Director.

Dr. Reichhart mentioned an idea to the Board members to consider the possibility of changing the board meeting dates in 2015 to the second Tuesday of the month to get away from end-of-the-month crunch time and scrambling to get things out. It would also get away from the holidays such as Labor Day and July 4th which are at the first of the month.

Also, Dr. Reichhart acknowledged Dr. Sharfman's resignation which opens a seat on the School Board.

COMMENTS FROM VISITORS

No comments from visitors.

COMMENTS FROM BOARD MEMBERS

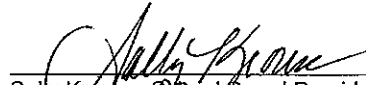
Mr. Flack welcomed Scott Bumgardner to the board and looks forward to working with him; and also to Sue Gnagy as Curriculum Director. Mr. Schilling echoed those comments. Mr. Schilling was absent at last month's meeting and commented congratulations to Mr. Shumaker on his retirement and thanked Dr. Sharfman for his service to the Board. Mrs. Krouse also commented her gratitude to Mrs. Klingler for her years of education with MCS. Mrs. Krouse also thanked those responsible for the organization of the alumni banquet which was phenomenal. Mrs. Ulrey commented that Dave Zinsmeister and Nancy Alspaugh are the organizers for the banquet. She also extended thanks to Mr. Zinsmeister for his help publishing the new student handbooks. Mrs. Ulrey's handiwork in the MHS cafeteria with the Squire Strong lettering was also acknowledged.

Mrs. Krouse then read the Notice of Board Vacancy. The seat needs to be filled by a North Manchester town resident. Applications need to be submitted by letter to the MAO office addressed to Sally Krouse by 3:00 p.m. on July 16 with interviews to take place in a Special Board Meeting on Tuesday, July 22 at 5:30 p.m. The interviews will be followed by an Executive Session for discussion and then another Special Board Meeting to make the selection of the candidate.

Mrs. Krouse also expressed her gratitude to Dr. Sharfman and his family for their contribution to the Board and the community.

ADJOURNMENT

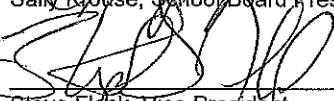
With no further business, Mrs. Krouse, School Board President, adjourned the Manchester Community Schools' Board of Trustees Board Meeting at 6:35 p.m.



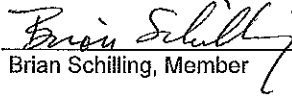
Sally Krouse, School Board President



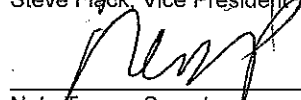
Tim McLaughlin, Member




Steve Flack, Vice President



Brian Schilling, Member



Nate Trump, Secretary



Byron Brunn, Member