

MINUTES OF REGULAR SCHOOL BOARD MEETING
MANCHESTER COMMUNITY SCHOOLS
August 5, 2014

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

Board Members were present or absent as follows:

PRESENT: Mr. Byron Brunn, Mr. Brady Burgess, 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.

NEW BOARD MEMBER INDUCTION

- A. Mr. Schlitt gave the Oath of Office to Mr. Brady Burgess.
- B. A Conflict of Interest Statement was given to and signed by Mr. Burgess.

CONSENT ITEMS

- *A. Minutes
 - 1. Minutes of the July 1, 2014 School Board Meeting.
 - 2. Minutes of the July 1, 2014 Executive Session.
 - 3. Minutes of the July 22, 2014 Special Board Meeting.
 - 4. Minutes of the July 22, 2014 Executive Session.
 - 5. Minutes of the July 22, 2014 Special Board Meeting.
- *B. Claims
 - 1. Regular Claims dated August 5, 2014.
 - 2. Prepaid Claims dated July 31, 2014.
 - 3. Payroll Claims dated July 16, 2014 and August 1, 2014.
- *C. Grant - None
- *D. Donations
 - 1. Donation in the amount of \$200.00 from Tri Kappa, Gamma Kappa Chapter, in support of Begindergarten.
 - 2. Donation in the amount of \$250.00 from Tri Kappa, Gamma Kappa Chapter, in support of Science Olympiad.
 - 3. Donation in the amount of \$15,000.00 from Ford Meter Box.
- *E. Personnel
 - MES
 - Resignation
 - 1. Bethany Yoder, K-2 Special Ed Teacher
 - 2. Jennifer Hibbard, Elementary Music Teacher
 - 3. Alysia Adams, Special Education Teacher
 - 4. Josh Troyer, Kindergarten Instructional Aide
 - 5. Deborah Marcum, Cook
 - Employment
 - 1. Kayla Jablonski, 2nd Grade Teacher
 - 2. Haley Trump, 3rd Grade Teacher
 - 3. Samantha Sorg, K-2 Special Ed Teacher
 - 4. Andrea Villafana, K-12 ELL Coordinator
 - 5. Susan Lee, Special Ed Teacher Gr 3-4
 - 6. Catherine Huber, Music Teacher
 - MIS
 - Resignation
 - 1. Nancy Sare, Grade 5 Level Chair
 - 2. Dwight Haynes, Custodian (effective 09/22/14)
 - 3. Robin Messer, Student Council Sponsor
 - Reduction in Hours
 - 1. Tracey Myers, 5.75 Hours reduced to 3.5 hours
 - Employment
 - 1. Tammy Allen, Grade 5 Level Chair
 - 2. Jane Bellinger, Instructional Aide
 - 3. Patricia Shoemaker, Instructional Aide

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MJSHS

Resignation

1. James Steensma, English Teacher
2. Jabin Burnworth, Student Council Sponsor

Employment

1. Janika Marcum, Head JH Cheer Coach
2. Samantha Hall, Volunteer JH Cheer Coach
3. Erica Cornett, Volunteer HS Cheer Coach
4. Heidi Slavkin, Asst. Co-Ed Swim Coach
5. Matthew Carver, Phys Ed/Health Teacher
6. Jack Rupley, Volunteer HS Football Coach
7. Danae Walker, Assist Girls' Soccer Coach
8. Amy Acree, English Department Chair
9. Jerimiah Maggart, P.E. & Health Dept. Chair
10. Nicole Brubaker, Interim World Language Dept. Chair, 1st Semester
11. Mackenzie Coulter-Kern, Long-term Spanish/ESL Substitute, 1st Semester
12. David Zinsmeister, Internship Teacher, 2nd Semester
13. Rex Addair, JH Football Coach
14. Emily Ludwig, English Teacher Grades 7-12
15. Mackenzie Coulter-Kern, Volunteer Girls' Soccer Coach

Dr. Reichhart recommended approval of all of the consent items hereinabove documented with the exception of Haley Trump, Grade 3 Teacher at MES, due to conflict of interest in relation to her brother, Dr. Nate Trump as Board Member.

Mr. Brunn moved to approve the Consent Items as recommended by Dr. Reichhart with the exception of Haley Trump as noted. Mr. McLaughlin seconded the motion. With no further questions or discussion, a vote of 6:0 approved the Consent Items as presented. (Vote prior to Mr. Flack's arrival)

Dr. Reichhart then made a separate recommendation for approval of Haley Trump, Grade 3 Teacher at MES.

Mr. McLaughlin moved to approve Haley Trump as Grade 3 Teacher for MES. Mr. Brunn seconded the motion. With no further discussion or questions, the Board voted 5:0:1 to approve Ms. Trump, with Dr. Nate Trump abstaining from the vote. (Vote prior to Mr. Flack's arrival)

Mr. Mullett then introduced new teachers for the MES building who were present at the Board meeting, including: Samantha Sorg, K-2 Special Education teacher; Susan Lee, Grade 3-4 Special Education teacher; Kayla Jablonski, Grade 2 teacher; Haley Trump, Grade 3 teacher; Cathy Huber, Music teacher; and Andrea Villafana, ESL Coordinator. Ms. Alspaugh then introduced Matt Carver, 7th and 8th Grade PE and Health teacher and Emily Ludwig, English teacher, to the Board.

NEW BUSINESS

- *A. Sunday Facility Rental
1. Old German Baptist Brethren Church Youth Group (Aug 17)
 2. Manchester Youth Football (Fall 2014)

Dr. Reichhart presented two requests for rental of MCS facilities on Sundays, and recommended approval for both.

Dr. Trump made a motion to approve the requests as recommended. Mr. Schilling seconded the motion. Without any further discussion or questions, the Board voted 6:0 to approve the Facility Rentals as set forth. (Vote prior to Mr. Flack's arrival)

- *B. Approval of Transfer Students

Dr. Reichhart informed the Board that by State statute MCS has to annually accept transfer students from other districts with approval by the Board, which has been policy for the past two to three days. Dr. Reichhart recommended that the Board approve acceptance of transfer students in grades K-12 from other area school districts for the 2014-2015 academic year.

Mr. Brunn made a motion to accept Dr. Reichhart's recommendation. Dr. Trump seconded the motion. Mrs. Krouse questioned if there is a quota that may be reached in accepting transfer students? Dr. Reichhart responded that looking at preliminary enrollment numbers it is unclear yet exactly how many students are returning and not returning due to Registration being a week earlier than usual, but early speculation shows enrollment to possibly be a little lower than last year but not significantly. The last 2-3 years MCS has averaged 135 new kindergarteners, and MCS is at 117 this year. In terms of capacity at each grade level, MCS is doing okay. Dr. Reichhart went on to add that Mrs. McClary just resigned as Kindergarten teacher, but too late to add to tonight's agenda. However, Mr. Mullett met with the

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Kindergarten team today and looked at the current number of 117 and decided to divide those students among 5 teachers instead of 6, giving each classroom 23 or 24 students, which is the approx. size of the classrooms last year. The teachers agreed to having larger classes with full-time aides rather than hiring another teacher. Therefore, the decision will most likely be made to not replace Mrs. McClary for this coming year. If, for some reason between now and Registration, a bunch of new Kindergarten students enroll, the hiring of another teacher will be re-addressed. The proposal to re-distribute the students among five teachers will save the district some funds. Mr. Mullett added some comments in agreement with Dr. Reichhart and reinforcing the teachers' agreement to the proposed arrangement. The Board then voted 6:0 to approve the acceptance of transfer students as recommended by Dr. Reichhart. (Vote prior to Mr. Flack's arrival)

*C. Approval of Teacher Collective Bargaining Contract

Dr. Reichhart advised the Board that yesterday afternoon the MTA met and ratified the Contract and recommended Board approval. Dr. Reichhart then reviewed the proposed changes in language and the compensation part of the package as well which is documented by supporting documents showing mark-ups. With regard to the Compensation Model, the base units are being changed pursuant to negotiation from \$250 to \$275 each. Teachers are eligible for 1 base unit for experience, 4 base units for their evaluation, and 1 base unit for professionalism for a total of 6 base units, which translates to a total potential raise to their base salary of \$1,650. The stipend amount for leadership is still \$225.00, which did not change from last year. The cap for the higher-end teachers went from \$62,500.00 to \$65,000.00, so that the teacher at the high end can go up to \$65,000.00 before they get the rest paid in a stipend amount. Otherwise, there is a possibility of teachers getting paid more than administrators if they keep adding onto the base salary. If their salary exceeds \$65,000, they get the balance in a stipend for the excess amount. A problem we are experiencing is that teacher evaluations can not be finished at the end of the school year because the school-wide letter grade information is not yet available from the State. This happened last year and this year both, and anticipate it happening in future years. Teachers can not get any increases in salary until their evaluations are complete. Also, a teacher must receive an effective or highly effective rating in order to receive any compensation increases. This issue has been discussed with the teachers and it has been proposed to insert into the Compensation Model that in order to complete teacher evaluations for the 2013-2014 school year, the school-wide letter grade to be used for the teachers' evaluations will be the school-wide letter grade from the 2012-2013 year letter grade for the MCS building where the teacher taught with clarifications which are stipulated as follows: 1. Any teacher who transferred to another school within MCS for the 2013-2014 school year will use the school-wide letter grade from the school they taught at in the 2012-2013 school year. 2. MCS teachers who work in more than one building will receive the school letter grade from the school building whose principal signed their evaluation for the 2012-2013 school year. 3. Any new teacher to MCS for the 2013-2014 school year will receive the 2012-2013 school-wide letter grade from the school building they transferred from. If these changes do not work out, we have the capacity to revise these changes next year. These changes will allow us to finish up teacher evaluations and get contracts printed, and in turn be able to finish up administrator evaluations. Dr. Reichhart further explained that at any time, these items can be changed in the contract through negotiations, and this is a one-year contract. Dr. Reichhart also explained that at the low end, the increase to \$275.00 per base unit calculates to a 6% increase, and those teachers making \$65,000 calculates to a 2.5% increase. The ECA schedule was reviewed by a committee chaired by Dave Zinsmeister and Steve Shumaker. The committee did an analysis on ECA positions in the district, length of seasons, number of participants, and made adjustments accordingly such as adding or taking away assistant coach positions and adjusting salaries as well. This was a pretty complex analysis. Ms. Alspaugh and Mr. Huber were also involved in the analysis, as well as others. The overall cost of the adjustments were less than \$10,000 total. In summary, there are three parts to the Collective Bargaining Agreement: the language, Teacher Compensation Model, and the ECA pay schedule. The ECA schedule only gets a good review once every ten years or so; and the base salary for the ECA was not raised, it remains at \$32,000. Other school districts were reviewed and appear to be very competitive with other coaching salaries in the area. Dr. Reichhart recommends approval of the Collective Bargaining Contract as proposed.

Ms. Alspaugh added comment with respect to the factor of variance in student participation and trends in club sports and interests. Those changing factors cause the need to review ECA schedules periodically.

Mr. Schilling moved for approval of all three parts of the Collective Bargaining Agreement as presented. Mr. McLaughlin seconded the motion. With no further discussion or comments, the Board voted 7:0 to approve.

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*D. Approval of Classified Wages for 2014-2015

Mr. Bumgardner recommended approval of a 2.5% increase in wages for the hourly employees. The classified hourly wages affect many different funds so it is difficult to give specific information as to what that looks like to the overall school budget. However, MCS does not want to overlook the hourly employees and a 2.5% increase which is spread out over many of the funds is a fair raise and safe for the Corporation from a financial standpoint.

Mr. Flack made the motion to accept the proposed Classified Wage increase as proposed. Mr. Schilling seconded the motion. Upon Mr. Burgess inquiry, it was clarified that the last classified wage increase was in the amount of 3% last year. The Board then voted 7:0 to approve the classified wage increase as proposed.

*E. 2015 Budget Review and Approval for Advertising

Mr. Bumgardner requested permission from the Board to advertise the 2015 Budget. Mr. Bumgardner provided last year's proposal and approved budget as well as this year's proposed budget information to the Board for comparison sake. The proposed amount for the General Fund in the 2015 Budget is listed as \$10,330,000. The General Fund does not have a rate with it, it is calculated purely by enrollment. That is also where the majority of the teacher salaries and benefits come from. The request is being increased from the previous approved rate of \$10,000,000 to \$10,330,000 to better support increased costs supported in the previous budget, such as higher utility expenses for the harsh winter last year and hopefully continuing increase in enrollment that has been experienced over the last few years which better supports the MCS budget. The expenditure side of the budget indicates MCS is building a budget on about \$10,000,000. The other funds are supported by taxes and the budget is built on the net assessed value which is 85% of the actual assessed value, which gives the safety net needed to be successful with the proposed budget. The proposed budget was built on a 1,600 student enrollment which is about where MCS is projected to be this year with the slight drop indicated earlier in the Board meeting. Mr. Bumgardner and Dr. Reichhart both commented that with an enrollment projection at 1,600, the budget being proposed is a safe number for MCS. The \$10,330,000 budget gives a \$330,000 cushion. So, even if enrollment decreases by 10 students, that would calculate to \$60,000 – approximately \$6,000 per student.

Mr. Schilling moved to approve permission to advertise the 2015 Budget as proposed by Mr. Bumgardner. Mr. Flack seconded the motion. Without further discussion or comments, the Board voted 7:0 to approve advertising of the Budget.

*F. Laketon Sewer Easement

Mr. Schlitt advised the Board that back in January it approved an easement for the Laketon Sewer District to tie-in to the new system. Because the Sewer District needed the land, they agreed to offer free sewer service for a year for MIS. However, the USDA, who is funding a great deal of the project have their own rules and regulations and can not allow that offer to be made. So, the Laketon Sewer District has offered an amendment in which they will provide the hook-up and run it into the lateral from the discharge point to the new sewer which is estimated to be 384 feet in lieu of the approximate cost of \$8,500.00, which is actually of even greater value to MCS. Therefore, Mr. Schlitt is asking for the Board to approve an amended underground utility easement for the benefit of the Laketon Area Sewer District. Dr. Reichhart clarified that the Sewer District will disconnect the discharge going to the septic system and hook-up to the Sewer District pipe that will go out 384' to the easement.

The question was asked about what happens to the existing septic tank. It is unknown if there are any fees to take it out of commission. If so, it would be the responsibility of MCS. IDEM or local Board of Health will most likely advise on what needs to be done with the old system.

Dr. Trump made the motion to approve the amended Laketon Sewer Easement. Mr. Brunn seconded the motion. The Board then voted 7:0 to approve the Easement as proposed. Dr. Reichhart expressed his appreciation to Mr. Schlitt for his work on the easement.

ADMINISTRATIVE UPDATES AND REPORTS

A. Principals

Mr. Mullett advised that MES will be having an Open House the evening before school starts on August 11 at 5:30-7:00 p.m. This will help the young students relieve some anxiety about who their new teacher is and where their classrooms are. All Board members are invited to attend.

Ms. Alspaugh advised that 7th and 9th grade orientations will be Thursday August 7th. Mrs. Ulrey and Mr. Hesting have been training new mentors who are a group of juniors and seniors who will

be assigned to a group of freshman and a group of 7th graders to help them adjust to their new system of classes. The mentors have already shared a number of good ideas. Ms. Alspaugh thanked Mrs. Ulrey and Mr. Hesting for their work in this area.

Mr. Self added that MIS will also be holding an open house on August 20 from 6:30-8:00 p.m. and will be rolling out iPads for the 5th graders. Sixth graders will be receiving their iPads on August 13th.

B. Curriculum Director

Mrs. Gnagy gave an update on Professional Development. Despite the short summer, a lot of teachers were engaged in Professional Development. June 12-13 the WISE conference was held at Northfield with 2 well-known keynote speakers. MCS had 44 members of the faculty and staff attend and several of those lead sessions. On June 17-18 there was an Apple PD training for iLife and iWorks with 19 staff involved. On June 19th, Mrs. Gnagy attended the Title I conference which included keynote speaker Dr. Tim Shanahan who is an expert and author. On June 19-20 ten teachers and one principal attended the All Write Summer Institute. In July 13 teachers K-12 attended the PBL 1:1 training here at MAO. It has been a short, but busy summer. As school starts, Mrs. Gnagy plans to continue to meet with teachers and talk about integrating technology and employing best practices.

Dr. Reichhart added that some of these PD events are not paid events for the teachers, but they do earn PGP points, so it shows the dedication of the staff to give up their summer vacation time to become better teachers in the classrooms.

C. Business Manager

Mr. Bumgardner advised that it has also been a busy summer at the MCS facilities. There are new tile gym floors at MES and MIS which should be rapidly finishing up. Starting tomorrow some windows at the high school will be repaired where some of the weather stripping is coming out. Late last week the gym floor at the high school was finished up which turned out really well. In the junior high building some relief vents are being installed which should help keep the doors from popping back open from the internal air pressure.

D. Superintendent

Dr. Reichhart thanked Mrs. Sprunger for the work in preparation of Registration. It flowed pretty well this year with minimal backup times. Parents did a better job of spacing themselves out this year, just a good steady flow.

Dr. Reichhart also reviewed ISTEP results while referring to a graph provided to the Board which included a comparison over the past three years. The graph shows a trend starting in Grade 5 with English Language Arts in 2014 where we did not meet the State average in Grade 5, 6, 7 and 8. Dr. Reichhart and Mrs. Gnagy talked about what can be done to get better in ELA. The math is pretty good, exceeding State averages in Grades 5, 6 and 7, but not in 8. Math seems to be pretty strong. Vocabulary has been identified as a possible weakness, as well as reading comprehension. The next steps will be to get teachers involved in the process to analyze and break down student data and determine which students passed the year before but didn't this year, why they didn't pass, and the areas of curriculum that need to be strengthened. However, this will be a significantly new test in the Spring of 2015 that will not look anywhere near the 2014 test. No sample questions have been shared yet, but it is supposed to be more highly critical thinking analysis rather than just answer simple questions as previous. MCS needs to get our students ready for these new tests which means more professional development to strengthen these areas. A school district to the south of us has been identified that has very good English Language Art scores, and there are plans to visit those folks to learn more ideas to improve in this area.

Dr. Reichhart also did an analysis combining grade levels to compare buildings. From 2014, 2013, and 2012, keeping in mind that 2014 was the first year that 4th grade is included with MIS, MCS was at 80.2 ELA, 86.9 Math, and decreased slightly in the combination score from 76.7 to 75.4. There was some teacher turn-over last year in Grade 8 with a maternity leave. Any time there is instability, there is potential for a negative effect. There has been a 20% change in teaching staff from 2012-2013 to 2013-2014 and MCS just experienced another 20% change for this year. However, it seems grades 3 and 4 are able to absorb those changes. It seems grades 7 and 8 have been greatly affected by the changes.

The 6th grade class in 2012 was overall at 78.7%. As 7th graders in 2013, two of the three areas were in the red. As 8th graders in 2014, all three areas were red. In 2014 MCS was at 72% passing in ELA and the State average was 77.8% which is 5.8% points away which is not good. MCS needs to highlight that area and try to fix. Additionally, other factors outside test scores

need to be taken into consideration, such as school performance and school results. The test scores are a benchmark, but MCS needs to strive to improve in any noted areas of weakness.

COMMENTS FROM VISITORS

No comments from visitors.


COMMENTS FROM BOARD MEMBERS

Mrs. Krouse welcomed Mr. Burgess as a new Board member. Mr. Schilling noted appreciation for the donations from Tri Kappa and Ford Meter Box's continued support.

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



Brady Burgess, Member

Steve Flack, Vice President


Tim McLaughlin, Member


Nate Trump, Secretary

Brian Schilling, Member


Byron Bunn, Member