

MINUTES OF REGULAR SCHOOL BOARD MEETING
MANCHESTER COMMUNITY SCHOOLS
May 12, 2015

The Manchester Community Schools' Board of Trustees met at Manchester Community Schools Administration Offices on May 12, 2015 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, and Mr. Brian Schilling. Dr. Nate Trump arrived after all voting had taken place.

Also in Attendance: Dr. Bill Reichhart, Superintendent; Mr. Scott Bumgardner, MCS Business Manager; Attorney Al Schlitt; and Mackenzi Klemann, *Wabash Plain Dealer*.

CALL TO ORDER

Mr. Flack, 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. There were no considerations of additions or deletions to the agenda. There were no public comments regarding agenda items.

CONSENT ITEMS

- *A. Minutes
 1. Minutes of the April 14, 2015 School Board Meeting.
- *B. Claims
 1. Regular Claims dated May 12, 2015.
 2. Prepaid Claims dated April 1-30, 2015.
 3. Payroll Claims dated April 10, 2015 and April 24, 2015.
- *C. Grants - None
- *D. Donations
 1. Donations in the amount of \$500.00 from the Peabody Retirement Community for the Manchester Elementary School Art Department as a result of MES 2nd grader, Adrian Vazquez, winning the Peabody Elementary Art Show.
 2. Donation in the amount of \$500.00 from the American Legion Post 286 for the Manchester Intermediate Sixth Grade.
 3. Donation in the amount of \$100.00 from the Manchester Teachers Association for the MCS Employee Recognition Breakfast.
 4. Donation in the amount of \$1,000.00 from AG Plus for the Manchester Jr.-Sr. High School FFA Program.
 5. Donation in the amount of \$100.00 from AGRO-Chem, Inc. for the Manchester Jr.-Sr. High School FFA Program.
 6. Donation in the amount of \$250.00 from POET Biorefining for the Manchester Jr.-Sr. High School FFA Program.
 7. Donation in the amount of \$100.00 from Quality Hardwood Products, Inc. for the Manchester Jr.-Sr. High School FFA Program.
 8. Donation in the amount of \$250.00 from Shepherd's Chevrolet, Inc. for the Manchester Jr.-Sr. High School FFA Program.
 9. Donation in the amount of \$50.00 from Tim Adams State Farm Insurance for the Manchester Jr.-Sr. High School FFA Program.
 10. Six anonymous donations for the Manchester Jr.-Sr. High School FFA Program in the amounts of \$250, \$200, \$1,000, \$250, \$250, and \$200 for a total of \$2,150.00.
- *E. Personnel
 - MES
 - Maternity Leave
 1. Kristen Roth, First Semester 2015-16 with option for full year
 2. Whitney Bazzoni, First Semester 2015-16 with option for full year
 - Employment
 1. Dana Clutter, Begindergarten Teacher
 2. Bethany Hall, Begindergarten Teacher
 3. Kathy Domenico, Begindergarten Teacher
 4. Jody Rockwell, Begindergarten Teacher
 5. Randy Myers, IREAD-3 Summer School Teacher
 - MIS
 - Maternity Leave
 1. Jessica Conley, 11-week Maternity Leave (approx. Aug 10 -- Nov 2)
 - MJSHS
 - Retirement
 1. Rosie Purdy, Media Assistant (end of 2014-15 school year)

MANCHESTER COMMUNITY SCHOOLS
BOARD APPROVED

JUN 09 2015

Leave Request

1. Steve Erny, 7-day Paternity Leave (approx. May 18-27)
2. Becky Van Vickle, 6-8 week Medical Leave (beginning May 27)
3. Angela Brubaker, 5-day pay loss (May 18-22)
4. Nicole Brubaker, 8-week Maternity Leave (approx. May 26-Sept 25)

Resignation

1. Amy Acree, National Honor Society Sponsor (end of 2014-15 school year)
2. Edith Stone, Mathematics Department Chair (eff 06/02/15)

Employment

1. Benjamin Merriman, Asst. Co-Ed JH Golf
2. Emily Ludwig, National Honor Society Sponsor
3. Dr. Jon Lippe, Associate Principal for 2015-16

MAO

Retirement

1. Larry Miller, Bus Driver

Employment

1. Jacob Everett, Digital Learning Coach, One year term 2015-16

Dr. Reichhart recommended approval of all of the consent items listed above.

Mr. Schilling moved to approve all the Consent Items outlined above. Mr. Burgess seconded the motion. With no further discussion, a Board vote of 6:0 approved the Consent Items as presented. Ms. Alspaugh then introduced Dr. Jon Lippe from Warsaw Community Schools as the new Associate Principal for 2015-16 at MJSHS. Dr. Lippe expressed his appreciation and excitement for the new opportunity at MJSHS and introduced his family who were present. Dr. Reichhart and the Board welcomed Dr. Lippe to MCS. Dr. Lippe will be introduced to the MJSHS staff on Thursday morning.

NEW BUSINESS

*A. 2015-16 Lunch Prices

Ms. Landes began her proposal by explaining that somehow Dean's Milk missed the bidding deadline for all of Region 8, which leaves Prairie Farms as the only milk supplier. Due to this change, there is a \$.10 per carton of milk increase in cost. Therefore, Ms. Landes is recommending an increase of \$.10 to all breakfast meals and snack/extra milk prices at all school buildings to compensate for the increase in the cost of milk for 2015-16; and a \$.15 increase to lunch prices at all buildings to compensate for the additional \$.10 milk cost plus \$.05 for additional food cost increases. All local schools were polled for comparison and MCS is still charging well within line or lower than a lot of them. In answer to some questions from Board members, Ms. Landes explained that she purchases fresh produce mostly from Nate Fingerle, which is definitely not the cheapest way to go, but she feels it is important to give back to the community if the budget allows. She also solicited bids for fresh meat from Mark Underwood, Steven Metzger and Hawkins Farms. Metzger was the lowest bidder. She will purchase fresh hamburger patties and stew meat from Metzger – mostly for the high school. It is too expensive to purchase all fresh meat. Government commodities are also available which help offset some food costs. The commodities are based on number of lunches served total, not free and reduced numbers. Ms. Landes tried something new this week at the high school, and served baby asparagus baked with Parmesan cheese, and ran out it was so popular. About once a year Ms. Landes tries something special that may be a little bit more expensive, but she feels the school lunch program is not just about feeding the students, but also expanding their palates a little bit.

Upon Dr. Reichhart's request, Ms. Landes shared with the Board that she received an email from the Nutrition Division of DOE requesting her participation in a collaboration at Purdue University to develop one week of a four-week statewide cycle menu. Ms. Landes will also be a featured speaker at W.I.S.E. in June for Farm-to-School.

Mrs. Krouse made a motion to approve the lunch prices proposed by Ms. Landes. Mr. McLaughlin seconded the motion to approve. With no further discussion and a vote of 6:0, the Lunch Prices proposal for 2015-16 was approved.

*B. MES Mission & Vision Statement

Mr. Mullett is completing his second year in IPLI. One of his goals as a result of that program was to update the old "Falcon" guidelines posters that have been posted at MES since 1989. Mr. Mullett worked with some of his staff to create a new mission and vision statement and guidelines. The mission of Manchester Elementary School, in cooperation with parents and community, is to challenge students to be academically and socially responsible, productive citizens. The Vision Statement is to "Dream of a Bright Future; Believe in Yourself and Others;

and Achieve Your Highest Potential." MES wants their students to start believing in themselves. The new Squire Guidelines were "elementarized" from the MJSHS Squire Guidelines. The big falcons in the gym have been painted over and will be changed to 'Home of the Squires' to be consistent with MIS and MJSHS themes. Mr. Mullett recommended that the new MES mission, vision and guidelines be approved by the Board.

On a motion by Mrs. Krouse, second by Mr. Schilling, and vote of 6:0, the MES Mission and Vision Statement as recommended by Mr. Mullett was approved.

*C. JH Soccer Program

Ms. Alspaugh shared that students involved in after-school activities tend to have better attendance, better grades, and better self-confidence. Over the past few years, there has been talk about expanding and growing the junior high sports program a little bit with interest in feeder programs, which the community club soccer program has done a wonderful job doing. The community soccer club has been playing both fall and spring JH soccer. Ms. Alspaugh and Mr. Markham met with the leadership of that organization to discuss the possibility of MJSHS taking over one of the two programs to help it grow and be a strong feeder for the HS soccer program which has accomplished great things. Mr. McKee, Varsity Boys' Soccer coach, was involved in the conversations, and he is interested in supporting a JH program through MJSHS. Mr. Markham supports the addition of this program and feels that the costs for the MJSHS athletic department including uniforms, coach's salary, officials for home games, and transportation would be reasonable to support through the athletic budget. The students who would be involved would already have sports physicals and they would be expected to maintain their grades as well. Normally, a new sport would start the first year as a club sport before being added to the ECA schedule, but certainly through the community program there has already been club soccer, so Ms. Alspaugh feels this program is ready to go right into the regular sport schedule. A slate of games are already lined up for the Spring, so MCS would just have to go back and issue contracts to those schools and teams. Ms. Alspaugh recommended starting a Spring JH Co-Ed soccer program for grades 6-8 in Spring 2016. The 8th grade students would then hopefully come into the JV and Varsity boys' and girls' soccer programs.

Dr. Reichhart confirmed that the \$1,440 proposed to be added into the ECA schedule for this sport would still have to be negotiated through the contract; and that money would come from MCS General Fund budget, not from the athletic program at the high school. Also, Dr. Reichhart affirmed his support for the proposal after being assured that this program would not make an impact on other Spring sports.

Ms. Alspaugh anticipates approximately 16-24 students to be involved in the proposed program with the possibility of an ultimate goal to split into separate boys and girls teams. However, most of the schools in the area of comparable size are co-ed for that grade range. The games would be played at the regular varsity field without any conflicts on the use of the field.

Mr. McLaughlin made a motion to approve the addition of the Spring JH Co-Ed Soccer program for the Spring 2016. Mrs. Krouse seconded the motion. Without further discussion, the Board voted 6:0 to approve the recommendation by Ms. Alspaugh.

*D. JH Tennis Program

Ms. Alspaugh commented that MJSHS did not initially set out to start two new sports programs at the same time, but one discussion lead to another, and the possibility of a feeder program into the high school tennis program commenced. There are a lot of students in the community that take summer lessons from Coach Eichenauer and others who wish to get involved before the high school level. Mr. Markham and Ms. Alspaugh met with Mr. Eichenauer about starting a fall tennis program for grades 6-8. In accordance with MCS guideline program, it would be a club sport for a year before being added into the ECA schedule. Mr. Eichenauer is interested and willing to be involved in and guide this program as it moves through those stages. Practices would be scheduled around high school boys' practice and match schedule. Practices would probably start mid-August through October and schedule competitions with other teams or schools with JH tennis which could include Wabash, Peru and Rochester. Ms. Alspaugh recommended approval of a club JH tennis program for fall of 2015 and then after a successful completion of the club season, she would come back to the Board to recommend adding it as a sanctioned sport for fall of 2016.

Mrs. Krouse made a motion to approve a JH club tennis program to commence fall of 2016. Mr. McLaughlin seconded the motion. Without additional discussion, the Board voted 6:0 to approve Ms. Alspaugh's recommendation for a JH Club Tennis program.

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*E. Community Squire Track & Field Meet

Ms. Alspaugh commented that there are a lot of runners in North Manchester. For a number of years, the idea of a community Track and Field Meet has been considered. Coach Sarber and Coach Cassel have decided to try hosting a community-wide track meet for all ages. This is an opportunity for MCS to share its facilities with the community, involve some previous athletes in some events they used to enjoy, and use the event as a fundraiser as well. This is also a good introduction of the track and field sports to younger community members. An informational flyer has been created. The event would take place on Monday, June 1st at 5:00 p.m. The event would be organized and run by members of the Track and Field personnel and athletes. Parent/guardian signatures would be required for all participants. There is a waiver supplied on the registration sheet. If the event is rained out, it would not be rescheduled. Ms. Alspaugh recommends approval of the proposed Community Squire Track and Field Meet.

Mr. Brunn made a motion to approve the event. Mr. McLaughlin seconded the motion. Without further discussion, the Board voted 6:0 to approve the Community Squire Track and Field Meet.

ADMINISTRATIVE UPDATES AND REPORTS

A. Principals

Mr. Mullett recognized MES artists who participated in the Indianapolis Orchestra Symphony and Color Contest sponsored by the Honeywell Center. Selected classical music pieces are played and the students draw whatever they feel. The following students had their art selected and were honored with a banquet: Sarah Kerlin, Preston Duffy, Addison Brubaker, Ariana Cook, Landon Learned; and Kaydence Whennen and Undray Bledsoe were Gold Award winners. MES had a nice Fine Arts night recently which included some folk dancing. Mr. Mullett is pleased with the opportunity the MES students have to participate in the Arts. Field Day is coming up with many P.E. type events including an obstacle course.

MES was recently recognized as a Four-Star school. There is a celebration planned for May 27 with some bounce houses. Also, 525 red and black Frisbees are being ordered for every student with "MES Four-Star School" imprinted on them. There were 108 elementary schools recognized as Four-Star schools. Free and reduced lunch rates are tied into achievement scores for students. MES had the 6th highest free and reduced lunch rate of any elementary school on the list of 108. MES is ecstatic and proud. Ms. Alspaugh's daughter is going to design a banner for MES.

Mr. Self reported that MIS is still finishing some ISTEP testing. The students have gotten very used to the testing process; and they have done a very good job. Mr. Self is quite frustrated with the DOE and CTB. Questions would disappear off the screen or bounce back-and-forth. Only one minor glitch happened on MCS's end. Three or four times a day CTB had to be called to unlock four specific students' tests. This results in some of the students taking five tests at a time at only two questions at a time. Fortunately, the four students are all very good students. However, if Mr. Self has their tests determined invalid, the score is marked as undetermined which counts as a failure. Mr. Self has been assured by DOE and CTB that every year this happens to a handful of students around the State. CTB knows what it is, but say they can't fix it this year.

MIS students just returned from Camp Crosley this afternoon. Participants were lucky enough to dodge all the weather. Jenny Jenkins did a great job organizing and scheduling on the fly around the weather. It was a great experience for everyone.

Last Friday approximately 450 grandparents came for lunch at MIS. Fortunately, the weather didn't interfere with parking. Mr. Self received a lot of positive remarks from grandparents about the day.

Upcoming events include Pioneer Day for the 4th grade on the 15th and ISTEP windows end. The week of the 18th the 4th grade will have swimming lessons. The following week 5th grade will be on field trips to several Wabash County history sites. Third grade will be visiting MIS on the 26th. Field Day is scheduled for the 29th. June 1st is the awards program for 4th and 5th grade with 6th grade graduation following.

Ms. Alspaugh expressed congratulations to Mr. Mullett and MES staff for the Four-Star Award -- which means those students will be making their way to MJSHS in a few years. Last evening at the Honor Awards program the Valedictorian and Salutatorian were announced: Celina Carter with a GPA 4.0 and Claire Barnett with a GPA of 3.9933. They are both outstanding students who have been involved in athletics, clubs and leadership. May 26th is the Senior Trip. May 28th-29th is Community Service Day which will culminate into a Senior Class Project called the Squire Grand Prix which will

take place in the high school parking lot with pedal cars on a course constructed by the Seniors. Graduation is June 5th. MJSHS is finishing a multitude of testing. 7th and 8th Graders have finished ISTEP. Some of the Biology, English and Algebra ECA's and AP exams have been finished with a few yet to complete. There have been some technology challenges, but by and large the students have been very patient and cooperative.

B. Technology Director

Mr. Miller introduced a flow chart demonstrating a few changes that will be made within the technology department with respect to assigned duties. At the elementary school, Jeff Hunn runs the lab and is the first line of support for teachers and staff. There will not be any significant changes there. At MIS some bigger changes will take place. Presently, Jacqui Erny and Heather Howard provide support for the students. Mrs. Erny will be moving to the high school. Ms. Howard will take on the function of the first line of support for the staff and student ipads. She will still supervise the media center and take care of the digital apps and citizenship class there. Ms. Howard will receive some training and the tech department will be able to provide direction and support to her quickly as needed. Mrs. Erny will be moving to the high school to provide support for the teachers, staff and students there along with maintaining her responsibilities as Test Coordinator; Power School support person; Acuity testing; website maintenance; email setup and ipad repair. She has done an excellent job in her first year as Test Coordinator keeping track of the copious amount of emails she receives from the State in regard to all the testing. Mrs. Erny takes care of approximately 40+ State reports on a yearly basis. Some of the reports are done quickly, and others involve weeks of collaboration with other staff and school counselors to complete and get accurate. Many of the reports dictate our school funding and scores. Mr. Sanson will be moving over to MAO and share Mr. Miller's office. Mr. Sanson has been doing ipad support, but he can be utilized for higher level duties. Mr. Sanson's responsibilities will include Digital Dungeon (discipline program for misuse of ipads); network maintenance and administration; accountability guidelines; outreach tech; ipad repairs; and assist the Digital Learning Coach with the tech squads. With Mr. Sanson taking on some of the roles Mr. Miller has held in the past few years, Mr. Miller will be more available to work on technology policies; work with vendors; develop the current tech plan and a vision for future technology at MCS; work on ipad insurance policies; and continue to assist Mr. Sanson and Mrs. Erny as needed. The reason for these changes is to start utilizing some of the skill sets of the technology department for more efficiency and to offer better support for MCS staff and students.

Mrs. Gnagy added that Mr. Everett, as Digital Learning Coach, will be mainly focused on helping teachers effectively get technology into their curriculum. He will be leading staff training and professional development; and he will go into the classrooms as the teachers plan their lessons. Mr. Everett may possibly even do some team teaching. Mr. Everett will also be over the tech squads at MIS and MJSHS, and will work with some digital citizenship curriculum.

C. Business Manager

Mr. Bumgardner shared with the Board that the MAO mailroom has been remodeled with left-over cabinets from the Novia Clinic at Maple Park. This summer there will be some painting done, especially in the high school commons area. There will also be some minor repairs done in the parking lots. The major work will be coming in the \$2 million Summer 2016 project. A list of those items will be supplied to the Board in the near future with received estimates. Dana Wannemacher from Barton Coe and Damien Maggos will be at the June Board meeting to make presentations with respect to the engineering and financial parts of the project, of which the unit-ventilators at the high school will be the largest part. A lot of issues with the unit-ventilators were headed off once they were left to run continuously and not shut off at night when the weather is more humid, so that the humidity doesn't build up. Hopefully, that will be a temporary fix until replacement next summer.

D. Superintendent

Dr. Reichhart distributed copies of a newsletter to the Board from the IDOE EL department that he received today. It included an extensive feature of Andrea Villafana, MCS's first-year EL coordinator, and Manchester Community Schools. Ms. Villafana has done a fantastic job and far exceeded expectations. Also included in the article are three forms that Ms. Villafana has created and shared statewide. Much appreciation has been expressed through the DOE Learning Connection for the forms. MCS has about 75 students in the program this year. The EL parents have been very appreciative. Mr. Mullett interjected that Ms. Villafana held an EL Literacy Night at MES last week with an attendance of approximately 30 families. Ms. Villafana hosted a hot-dog cookout and each student received a book. She enlisted help from some Manchester University students as well. Ms. Villafana will be receiving a permanent contract for the upcoming year.

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Dr. Reichhart thanked Mr. Self and MIS staff for sacrificing extra, unpaid time away from their families to spend with MIS students at the Camp Crosley experience. Those students will remember that experience the rest of their lives; whereas, they will not remember the ISTEP testing.

The Honors Program at MJSHS last evening went very well. Many students were honored with scholarships. Graduation is Friday, June 5.

The State auditors have been at MAO for over a month. The Board President will participate in the exit interview. It is fully expected that MCS will be cited in some areas that are paperwork related. Apparently, there are some check-offs that MCS has not been doing because the offices had not been made aware of the changes. The auditors are not expected to be finished until mid-June.

COMMENTS FROM VISITORS

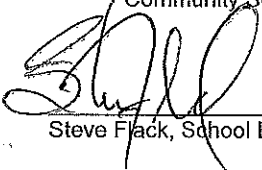
No visitor comments.

COMMENTS FROM BOARD MEMBERS


No comments.

ADJOURNMENT

With no further business, Mr. Flack, School Board President, adjourned the Manchester Community Schools' Board of Trustees Board Meeting at 6:50 p.m. to the Public Work Session.

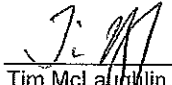


Steve Flack, School Board President



Brady Burgess, Member

Sally Krouse, Vice President



Tim McLaughlin, Member



Nate Trump, Secretary



Brian Schilling, Member



Byron Brown, Member