

MINUTES OF REGULAR SCHOOL BOARD MEETING  
MANCHESTER COMMUNITY SCHOOLS  
July 14, 2015

The Manchester Community Schools' Board of Trustees met at Manchester Community Schools Administration Offices on July 14, 2015 at 5:30 p.m.

Board Members were present or absent as follows:

PRESENT: Mr. Byron Brunn, Mr. Brady Burgess, Mr. Steve Flack, Mr. Tim McLaughlin, Mr. Brian Schilling and Dr. Nate Trump.

ABSENT: Mrs. Sally Krouse

Also in Attendance: Dr. Bill Reichhart, Superintendent; Mr. Scott Bumgardner, MCS Business Manager; Attorney Al Schlitt; Shaun Tilghman, *News-Journal*; Keri Koenig, *Warsaw Times-Union*, and Makenzie Holland, *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 and no public comments regarding agenda items.

#### MANCHESTER EARLY LEARNING CENTER PRESENTATION

Mr. Jim Chinworth is an Associate Pastor at the Manchester Church of the Brethren and is also helping with the campaign to build a new early learning center and is accompanied by Max Karg, a senior at MJSHS. Mr. Chinworth gave a brief overview of the new building project and the goal of raising \$2,000,000 plus for the new center. The new building will double the number of children who can be enrolled and provide a new asset on the Market Street corridor to strengthen the presence of early childhood education and care. The new building will also raise the profile of the Manchester Early Learning Center (MELC) so that working families have a quality place for the children while they are at work. There is currently a waiting list of over 50. Some of the local places are closing, such as Peabody. The MELC is the only fully State-licensed preschool and daycare in the entire Wabash County. MELC serve a 7-county region. Mr. Karg continued by asking the Board to consider a written statement that can be quoted in the MELC campaign efforts to show the support of the MCS School Board for the MELC project. This would help demonstrate North Manchester's birth to college concept from early childhood development to the university level. Mr. Chinworth pointed out that the new site will be at 7<sup>th</sup> and Market streets. There are teachers at MCS that utilize the center and Manchester University students who volunteer and work there. The Center's close proximity to MJSHS will provide both volunteer and service opportunities for students as well as the possibility for classes to utilize the Center. The written statement from the MCS School Board will provide support that the campaign can utilize as it makes applications to foundations and from persons in the area who may consider supporting the new MELC. In answer to various questions from Board members, Mr. Chinworth advised that the current funds pledged total \$1.1 million and there are five significant requests pending. The hope is to start site prep this fall before the ground freezes. The majority of the funds raised so far have been private donations plus the five foundation-type agencies currently pending in conversation. The building spec has already been upgraded to expand the space by adding two basement classrooms. This change will bring the census level up to 100 from the current 48. MELC has applied to the 11-county span of the Northeast Indiana Cities Initiative, so the outreach of MELC could potentially. MCS Students in grades K-12 raised just over \$3,000 for the project. The MJSHS portion was matched which brought the grand total to almost \$5,000. The \$2 million campaign includes the new building; increasing the current endowment of \$7,000 by 50-fold so that there will be money for scholarships and better salaries; and also for moving/transition fees.

#### ENGLISH LEARNERS PRESENTATION

Ms. Villafana started her presentation regarding the EL program by defining an English Learner. Ms. Villafana was also an English learner. She was born in Miami to parents who had fled Cuba in 1960. Both parents were placed in public schools where there was no assistance for English learners. Ms. Villafana's mother had a father who spoke 5 languages in the home and was a language professor at Wittenberg. However, Ms. Villafana's father came from a Spanish speaking home where no other language was spoken. He graduated from the University of Florida with a journalism degree and worked in television and public service. The 1960's were just the beginning of the EL program in the United States. Students were segregated because they sounded funny or looked different. This remained true through the 1980's and early 1990's. Ms. Villafana spoke only Spanish until she was five and then began her education in a bilingual school, but then moved to a school in a small town in central Florida. Ms. Villafana was one of three Hispanic children in the school and all three were placed in speech therapy because they 'sounded funny'. She was reading at a 6<sup>th</sup> grade level but was placed in the lowest reading group. Ms. Villafana was teased about her accent and told to 'go home' daily. Her own teacher never called on her even though she could solve the math problems before anyone else and

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comprehend the stories better than any of the other students. Ms. Villafana then understood what her father felt like when he came to the U.S.

All of this matters because Ms. Villafana is an English learner. She is a parent of an English learner. The EL program has helped Ms. Villafana rediscover a part of her life that she suppressed many years ago. She has vowed that no other child would have to come to this country and suffer the pain that her family experienced. Today, EL's have so much more than previous generations. Ms. Villafana can attest to the changes in the last ten years alone. She began her teaching career in a classroom with 19 Portuguese students who spoke English at all different levels. Pull-out services were no longer an option due to the large number of EL students. She had to develop lessons that differentiated instruction without 'dumming down' the content. The students were expected to take the same tests as everyone else. Ms. Villafana unknowingly began using research techniques to help her learners. Previously it was believed that EL acquisition only took place in the EL room with an EL teacher. However, research has proven this is not a best practice. In a pull-out environment, an EL teacher may only see a student for a maximum of 150 minutes per week. In the classroom with a teacher who implements best practices and sheltered instruction strategies, the student will receive 1,625 minutes of quality language acquisition weekly.

Ms. Villafana then went through a power point series of True and False statements demonstrating the best practices and research facts regarding the benefits of mainstreaming English Learners. Brand new students to MCS complete a Home Language Survey. New English Learners are directed to Ms. Villafana or Mrs. Calaway for an English Language Proficiency test to determine the student's English level and their individual language plan (ILP) is created and a letter is sent home explaining the level and what support will be offered in the classroom. Per State law, MCS has 30 days from the beginning of school or 10 days from date of enrollment to complete this process. Once the ILP is in place, there is a meeting with the teacher to review any accommodations and modifications. These plans help define goals for the student and are similar to an IEP but focus on the acquisition of the English language. It takes seven years to full acquire a new language. All the language minority information, including each student's language level, EL proficiency, native language, etc. needs to be verified, updated and entered into Power School for 80+ students by the first week of October. A report is then generated and submitted to the State. This information also helps to generate the annual language proficiency exam. No matter how many students achieve proficiency or exit the program, they are reported on the language minority report, including foreign exchange students. In January the annual language proficiency exam is administered. This year the exam lasted about 2-1/2 hours per student. Next year the test will most likely be on the computer except for the speaking portion with an unknown time length and is administered by teachers who are trained to give the test. There were a total of 78 students for the 2014-15 year. Fifty-five of those students received some form of service. Twenty-eight students exited the program this year and will be monitored for the next two years through progress and quarterly report cards. Upon completion of the LP test in January, ISTEP begins. Part of the ILP allows for accommodations on the ISTEP such as small group testing and time extensions. This allows EL students to take the ISTEP on a level playing field with the rest of the students. Students in the EL program, especially those on the lower level, receive additional support from Ms. Villafana or Mrs. Calaway outside the classroom.

The EL program at MCS today is ready to take a step forward. In the past, files have been updated to be in compliance with State and federal mandates. We are now moving into digital files for our language plans. After many hours of research, Ms. Villafana was able to create a new ILP format that aligns with the new World Instructional Designs and Assessments (WIDA) standards. This new ILP form was featured in a State newsletter in May and to-date 35 districts in the State of Indiana have asked permission to use it. In June Ms. Villafana and Mrs. Calaway attended a WIDA training to help better understand the new language standards and learned how to align MCS curriculum with those new standards. Ms. Villafana intends to have staff training in September to share what they have learned with administrators and staff. Another goal is to build relationships with the EL families and one way of doing that was to host Family Literacy nights this past year. The State has seen a 400% increase in EL students since 1999. Ms. Villafana feels it is time to embrace the diversity of our MCS students and respect their cultural backgrounds. Having bilingual students with a solid educational background will help make Manchester the 'gateway to the future'. Our students can become the next orthopedic surgeons, agricultural specialists, learn second languages and speak to other countries, etc. Providing them with the quality education that MCS has will help them become better citizens and contributors to our society.

In answer to some questions from Board members, the MCS EL program currently has 80% Spanish speaking, outside of the foreign exchange students; and 3 new students enrolled this year who were adopted from China and one student who was adopted as a very young child from Africa. Dr. Reichhart thanked Ms. Villafana for her presentation and Mrs. Calaway for her part in the EL program and presentation as well.

## ANNUAL NURSE REPORT

Mrs. Hire reported that this past school year she documented 846 contacts with parents over the 9 months. Immunizations are going well. However, the State of Indiana is now requiring the Health Department to collect insurance information in order to partner with insurance companies for billing. That means that insurance card information will have to be collected and research what companies can be billed by the Health Department. If there is no insurance coverage available, the State of Indiana will have to pick up the cost. The Health Department is now down to one nurse instead of two, so the new State requirement has encumbered the local Health Department. Mrs. Hire will still try to get as much of that information as possible in order to provide those immunizations. Several seniors graduated this year that were on the religious exemptions should go down some. Right now there are 3 medical and 23 religious exemptions within MCS.

Vision screening is going well. The North Manchester Lion's Club has spent the last year raising funds to purchase a Plus Optics vision screener which is a hand-held device used to screen young children within seconds. MCS has been borrowing similar equipment for the past 8 years. The Lion's Club has now raised enough funds to purchase the equipment which will give the opportunity to screen preschools county-wide. The device can also be used on older students up to 18-22 years of age as well. This would significantly cut down the amount of time that students are pulled out of class for vision screening and still get a quality reading.

Mrs. Hire continues to follow two particular pieces of legislation. One is in regard to student athlete concussions which will expand concussion education from grades 9-12 to grades 5-12, including intramural sports. The other is sudden cardiac arrest education possibly being required of all student athletes of all ages and all sports even down to the elementary level.

Mrs. Hire's works daily with diabetes with a trip to MES to monitor blood sugar. When Mrs. Hire is unavailable for the readings, she has a backup. There is also one high school student who recently received an insulin pump which has totally changed her life.

Not included on Mrs. Hire's report was mention of the seven training seminars that were completed independently on-line. Also, over the summer Mrs. Hire monitored the National Association School Nurse website where there is a lot of conversation regarding legalization of marijuana in several states. Marijuana oils are more commonly being used to treat seizure disorders. If doctors begin prescribing oils, the question arises as to the school's responsibility for administering.

Dr. Reichhart inquired about CPR training. Mrs. Hire advised that she offers CPR training for staff once a month. She also teaches a class each semester for the high school students. Mrs. Hire has set a goal to write a grant in the coming year to purchase more mannequins. Right now she has 11, but when teaching a class of 25-28 students that can take a lot of extra time. She would like to purchase about 30 mannequins.

## CONSENT ITEMS

- \*A. Minutes
  1. Minutes of the June 9, 2015 School Board Meeting.
  2. Minutes of the June 9, 2015 Executive Session.
- \*B. Claims
  1. Regular Claims dated July 14, 2015.
  2. Prepaid Claims dated June 1-30, 2015.
  3. Payroll Claims dated June 5, 2015; and June 19, 2015.
- \*C. Grants - None
- \*D. Donations
  1. Donation in the amount of \$500.00 from Kohl's Department Stores, Inc. for the benefit of the MJSHS Grand Prix event.
  2. Donation in the amount of \$100.00 from Metzger Property Services, LLC for the benefit of the MJSHS FFA program.
  3. Donation in the amount of \$150.00 from an anonymous donor for the benefit of the MJSHS FFA program.
  4. Donation in the amount of \$250.00 from Michel Seed Service for the benefit of the MJSHS FFA program.
  5. Donation in the amount of \$5,000.00 from Parkview Orthopaedic Hospital for the repair of the MRA scoreboards.
  6. Donation in the amount of \$250.00 from Beacon Credit Union for The Road Race for the benefit of MJSHS Cross Country program.

- \*E. Personnel
  - MES
    - Employment
      - 1. Josh Troyer, LT Maternity Sub (Kindergarten)
      - 2. Kara Turner, LT Maternity Sub (Grade 2)
  - MIS
    - Employment
      - 1. Susan Finney, 4<sup>th</sup> Grade Teacher
      - 2. Nathan Patterson, Media Center/Technology Aide
  - MJSHS
    - Resignation
      - 1. Kathy Hawkins, Assistant Drama Director
      - 2. Leona Campbell, HS Cheerleading Coach
      - 3. Steve Erny, English Teacher
      - 4. Steve Erny, JV Boys' Basketball Coach
      - 5. Steve Erny, Boys' Tennis Assistant Coach
      - 6. Jacqui Erny, Data Systems Specialist/Web Master/Corp. Test Coordinator
      - 7. Jacqui Erny, Girls' Soccer Head Coach
    - Employment
      - 1. John Reinoehl, Assistant Cross Country Coach
      - 2. Brooke Walker, Temporary Social Studies Teacher
      - 3. Phoenix Goad, Volunteer Boys' Basketball Coach
      - 4. Andrew Hill, Co-Ed Head JH Soccer Coach
      - 5. Wendy Isbell, HS Head Cheer Coach/JH Vol Cheer Coach
      - 6. Staci Yard, JH Head Cheer Coach/HS Vol Cheer Coach
      - 7. Connie Mrozinske, Assistant ECA Treasurer/Attendance Secretary
  - MAO
    - Employment
      - 1. Anita Henderson, Bus Driver
      - 2. Kylie Rickert-Snyder, Bus Driver

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

Dr. Trump moved to approve all the Consent Items outlined above. Mr. Brunn seconded the motion. With no further discussion, a Board vote of 6:0 approved the Consent Items as presented.

Dr. Lippe introduced Brooke Walker as the new Social Studies teacher for MJSHS this coming year. Brooke graduated from Manchester University and comes from Goshen.

#### NEW BUSINESS

\*A. Textbook Fees for 2015-16 - MJSHS

Dr. Lippe reviewed the proposed textbook fees per subject area or class for 2015-16 for grades 7-12. Most of the fees are very close to the same or less than last year's fees. With the additional cost of iPads, some of the workbooks and textbooks are getting dropped from classes due to implementation of technology curriculum. Dr. Lippe also shared examples of possible total fees for a student in each grade level and recommended approval of the proposed fees.

Mr. Schilling made a motion to approve the proposed 2015-16 textbook fees for MJSHS. Mr. Brunn seconded the motion. With no further discussion and a vote of 6:0, the 2015-16 textbook fees were approved.

\*B. Student Handbook Changes - MJSHS

Dr. Lippe shared a final draft of the MJSHS Student Handbook for 2015-16 with the Board and then highlighted the proposed changes. iPad rules and consequences were added to further define consequences for not properly caring for the iPad. An additional rule was implemented regarding using a school-issued device to engage in illegal activity. The dress code is also being revised back to the previous 'dollar bill' rule. The trial period last year away from that was not successful. Bandanas were added to the head covering rule for further clarification. Tops with sleeves are more clearly defined, and an additional clause requiring that purses, bags and backpacks must remain in lockers during the school day. A conflict of participation rule was added to help students make appropriate decisions when involved in more than one athletic or extracurricular activity. Finally, the transportation rules were consolidated which were previously in two different places in the handbook. Dr. Lippe recommends approval of the revisions.

On a motion by Mr. McLaughlin, second by Dr. Trump, and vote of 6:0, the revisions for the 2015-16 MJSHS Student Handbook were approved as proposed.

\*C. Technology Handbook Changes

Mr. Miller shared with the Board a few changes proposed for the 2015-16 MCS Technology Handbook. With respect to the iPad insurance policy. The optional fee will still be \$40, but the coverage with respect to screen breakage is revised to cover the 1<sup>st</sup> break with no deductible; the 2<sup>nd</sup> break with a \$25 deductible; and any additional breaks will be at full cost to the parent/guardian which is currently \$85.00. Last year there were several students with multiples breaks. Those issues are also being addressed with disciplinary measures within the Student Handbook. The next change reflects the new procedure in which the cords and chargers are not being collected at the end of the year, but to keep it until the student exits the school system due to graduation or other reasons. A couple of additional inspections were also done last year during Winter Break and Spring Break which is also now clarified within the Handbook. Mr. Miller recommended approval of the proposed revisions.

Mr. Schilling made a motion to approve the revisions to the MCS Technology Handbook. Mr. McLaughlin seconded the motion. Without further discussion, the Board voted 6:0 to approve the recommendation by Mr. Miller.

\*D. Area 5 Food & Service and Facility Usage Lease Agreements

Dr. Reichhart presented the Board with the Food, Service and Facility Usage Lease Agreements from Area 5 concerning the Head Start preschool which has been operating out of the MIS building for at least ten years with a classroom and separate playground area. MCS provides breakfast and lunch for those students. Each year the two separate Lease Agreements are renewed. Dr. Reichhart recommended approval of the two Lease Agreements for 2015-16.

Mr. Burgess made a motion to approve the Lease Agreements as proposed. Mr. Brunn seconded the motion. Without additional discussion, the Board voted 6:0 to approve the Area Five Lease Agreements.

ADMINISTRATIVE UPDATES AND REPORTS

A. Principals

Mr. Self and Ms. Alspaugh are unavailable this evening due to vacation and medical leave. Dr. Lippe left after his recommendations to the Board to take two teachers to Terre Haute for the IPLI conference.

Mr. Rodgers reported that he is getting acquainted with some of the teachers who have been in the building. There are currently 27 Begindergarten students in the MES building learning kindergarten procedures, social skills, and academic work in preparation for class in the fall. The teachers are doing a fantastic job. The YUSA/YMCA SPARK program is also under way giving a little extra help this summer to prepare the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> graders prepare for the fall with a full schedule of academics in the morning and fun activities and field trips in the afternoon. Mr. Rodgers is getting his feet wet and happy to be integrating into the community. Everyone has been very welcoming.

B. Curriculum Director

Mrs. Gnagy shared an update and highlights from the ISTE conference she attended in June with six other staff from MCS. There were about 16,000 attendees from 76 different nations. Some of the focus topics included were instructional design, coding, professional development coaching, innovative learning environment, and communication/collaboration tools. Mrs. Gnagy shared a quick message from one of the attendees from MCS, Mandi Jones, kindergarten teacher. Stephanie Pinkerton was also one of the group that attended. She does not fly so she integrated the conference into a family vacation and drove out to Pennsylvania. Other attendees included Tammy Allen, 5<sup>th</sup> grade teacher; Amy Ambrose, junior high teacher; Rhonda Snover, freshman English teacher; and Randy Self. Upon arrival at the conference, the group was inundated with information and participated in all kinds of learning forums including Maker Spaces, etc. by some of the most forward-thinking leaders in technology and education; each night the group attempted to debrief each other of everything seen that day, reviewing notes, and sorting through all the literature obtained. The group then got up about 5:30 each morning to repeat the process. There were three amazing keynote speakers, but the one who closed was a middle school Social Studies teacher who had the most inspiring presentation and reminded the group that teachers are the silver bullets who need to be willing to put themselves out there knowing that they are going to fail, but that there will be someone to pick them up; and some of the teachers' students jump off that ledge every day just by attending school and sometimes the teacher is the only thing that stops them from hitting the pavement. The group then had to try to 'cram all of the newly obtained assorted conference swag' into their carry-ons and return to North Manchester feeling empowered and bursting with ideas to share with the MCS community of learners. One of Mrs. Gnagy's biggest take-aways besides the resources was to remind herself to ask 'why' before she

thinks about 'how'. Dr. Reichhart then reminded the Board that the participation of the 7 staff members in the ISTE conference was paid for by the Digital Learning Grant so there was no cost to the corporation.

C. Business Manager

Mr. Bumgardner updated the Board on current summer projects. The greenhouse work is slowly but surely coming along. There is now electricity and work continues on getting gas and water hooked up, which should be completed by the end of summer. Parking lot repairs took place and are completed. There has been a lot of painting in the high school and the junior high gym. The JH gym floor was refinished. At the next meeting in August, Mr. Bumgardner will be asking for approval to advertise the 2016 budget along with the presentation regarding the facility work recommended for next summer.

With respect to the Laketon sewer project, Mr. Bumgardner met with the engineers today. MIS will have to tie-in to the new sewage from the current one. Different ideas and plans have been discussed to bypass the current one and use a gravity system. There was a meeting with Troy Eads Excavating today and it appears that plan can be started right away. The engineers seem to be a bit behind, but they indicated they could be completed in mid-August. There shouldn't have to be lift pumps so it should be pretty maintenance free. The engineers are willing to move their grinding pit to make it easier for MIS to access it and it will fall within the easement. This plan should also save some money.

D. Superintendent

Dr. Reichhart reported that an exit interview was held with the State auditors. The Auditors gave instruction as to what, in their opinion, has been done incorrectly. There was not anything significant. The ECA's were not audited this time; however, next time the ECA's will be audited. The rates for the auditors have increased from \$40 to \$175 per hour.

COMMENTS FROM VISITORS

Staci Yard questioned the discernment on the 'dollar bill' rule and expressed her frustrations with enforcement of that rule based on difference in statures and in shopping for her own daughters. Dr. Reichhart asked Ms. Yard to express those concerns with the building administrators for clarification.

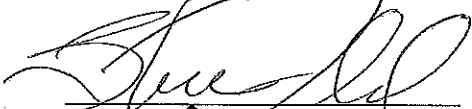
COMMENTS FROM BOARD MEMBERS


Mr. Burgess commented about the significant list of donations to the corporation and expresses his thanks to those individuals and organizations for their generosity.

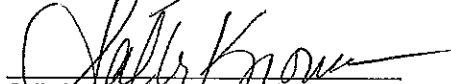
Mr. Schilling thanked Steve and Jacqui Erny for their contribution to MCS and wished them the best as they move back to Michigan.

ADJOURNMENT

With no further business, Mr. Flack, School Board President, adjourned the Manchester Community Schools' Board of Trustees Board Meeting at 6:45 p.m. to Executive Session.


  
Steve Flack, School Board President

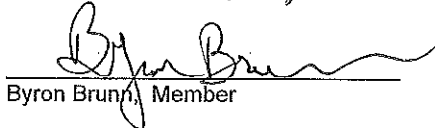
  
Brady Burgess, Member

  
Sally Krouse, Vice President

  
Tim McLaughlin, Member

  
Nate Trump, Secretary

  
Brian Schilling, Member

  
Byron Brunn, Member