

MINUTES OF REGULAR SCHOOL BOARD MEETING  
MANCHESTER COMMUNITY SCHOOLS  
Oct. 11th, 2016

The Manchester Community Schools' Board of Trustees met at Manchester Community Schools Administration Offices on Oct. 11th, 2016 at 5:30 p.m.

Board Members were present or absent as follows:

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

ABSENT: Mr. Brady Burgess and Mr. Brian Schilling

Also in Attendance: Dr. Bill Reichhart, Superintendent; Mr. Scott Bumgardner, MCS Business Manager; Mr. Albert Schliitt, Attorney; Makenzie Klemann, Wabash Plain Dealer; David Purvis-Fenker, News Journal; Kerí Koenig, Warsaw Times Union

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.

CONSIDERATION OF AGENDA ADDITIONS OR DELETIONS

None

PUBLIC COMMENT (AGENDA ITEMS ONLY)

No public comment.

CONSENT ITEMS

- \*A. Minutes
  1. Minutes of the Sept. 13th, 2016 School Board Meeting.
  2. Minutes of the Sept. 15<sup>th</sup>, 2016 Executive Session Meeting.
  3. Minutes of the Oct. 3<sup>rd</sup>, 2016 Special Board Meeting.
  
- \*B. Claims
  1. Regular Claims dated Oct. 11th, 2016.
  2. Prepaid Claims dated Sept. 1 - 30, 2016.
  3. Payroll Claims dated Sept. 9th, 2016, Sept. 23<sup>rd</sup>, 2016.
  
- \*C. Grants

None
  
- \*D. Donations
  1. Donation of \$3275.00 from Indiana State Fair Commission to Manchester Jr. Sr. High School FFA Program.
  2. Donation of \$5307.96 from Zoetis Industry Support Program and participants – Manchester Vet Clinic, Sommers Vet Clinic and an anonymous vet clinic to Manchester Jr. Sr. High School FFA Program.
  3. Donation of \$40.00 from an anonymous donor to Manchester Jr. Sr. High School FFA Program.
  4. Donation of \$8250.00 from Strauss families facilitated by the Community Foundation to Manchester Community Schools Read It Global Program.
  5. Donation of \$500.00 from Parkview Surgery One to Manchester Jr. Sr. High School Athletic Dept. for coaching shirts.
  
- \*E. Personnel

MES

Resignation

  1. Emily Penrod, Secretary/ECA Treasurer, Effective 09/30/16

Employment

  1. Devan Lambert, Secretary/ECA Treasurer, 2016-17 (Pending ECH & DCS check)

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MIS

Employment

1. Sharon Engram, Instructional Assistant, 2016-17

MJSHS

Employment

1. Cheryl Working, ½ Assistant Drama Director, 2016-17
2. Steve Johnson, ½ Assistant Drama Director, 2016-17
3. Amanda Teusch, Volunteer Girls Basketball Coach, 2016-17
4. Gregory Miller, Instructional Assistant, 2016-17  
(Increase of hours from 14 hours to 25 hours)
5. Bill McNeeley, Volunteer Girls Junior High Basketball Coach, 2016-17
6. Tanya Rooney, Instructional Assistant, 2016-17  
(Reduction of hours from 35 hours to 14 hours)

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

Mr. McLaughlin moved to approve all the Consent Items outlined above. Mr. Brunn seconded the motion with no further discussion, a Board vote of 5:0 approved the Consent Items as presented.

NEW BUSINESS

\*A. eLearning Days Presentation

Mr. Everett explained to the Board the process of eLearning. The key to the whole process is clear communication between teachers, students, parents and administrators. eLearning provides instruction during critical learning times instead of tagging on school days at the end of the school year. It is a virtual option for the bad weather when we can not be at school. It is endorsed by the IDOE and Dr. Reichhart submitted our proposal and it was approved by the IDOE to go forward with this, pending approval from the School Board. This program would start after we have missed the third snow makeup day. Once school is cancelled, an eLearning date would be selected. That date must be a Saturday, an instructional day. The date for the eLearning day will be picked and the staff would be notified two weeks ahead of time to prepare their content, which will be called a "Lesson Suite". The Wednesday prior to that Saturday, the Lesson suite will be posted for the students and they will have until Monday to get the work done. The students do not have to submit their work on Saturday. On the window time, when students have questions, teachers have to clearly communicate when they will be available to field those questions. Tech support has to be available during a dictated time, for good communication between teachers and students. Services we will offer for Saturday are: transportation (only for the special education students), computer lab and lunch. Students will be required to sign up to take advantage of these services. Mrs. Krouse asked if students get the work done by that Saturday, then they do not have to show up? Mr. Everett replied, if the student completes the work when it opens on that Wednesday and they submit their work, then they do not have to worry about Saturday. Dr. Reichhart explained on the first go around, teachers submit their suite on the Monday before the Wednesday. Before it opens up, we will go through and check those to make sure it's the quality of what we want and the technology will work also. Then on Wednesday when they become live for students to access, it will open without a glitch. For those parents that do not have internet at home, we estimate about twenty percent of parents don't, we would give the students the opportunity to stay after school on Thursday or Friday evening or Saturday in the computer labs. Dr. Trump asked the question of where we came up with this plan and Mrs. Gnagy said Dr. Reichhart heard Yorktown talk about their model and thought it made sense for us. Mr. Everett continued to explain more about the eLearning program. The material is called the Learning suite. Each teacher will create and then post the material on Monday before the Saturday. The administrator's at each building will go in and approve the materials. Every suite is authentic MCS lessons that are on pace of what they are teaching in the classroom at that time. Attendance is reflected in the graded material. If the student does not complete the material for the eLearning day, it will be as if they were absent for that day of school.

Dr. Reichhart would like to do one of these eLearning days if required, only after using the three snow makeup days. After we have an eLearning day, we would send out a survey to parents, students and staff to get input back before we would consider doing a second eLearning day. Dr. Reichhart made a recommendation to try to do an eLearning day under the format that was presented.

Mrs. Krouse made a motion to approve to try an eLearning day as presented; Mr. McLaughlin seconded the motion; and the Board voted 5:0 to approve the motion.

\*B. Approval of Tax Neutrality Resolution Regarding Pension Debt

Mr. Bumgardner explained to the Board the pension debt we have passed to become neutral, the payment has to come from one of our other taxable funds, whether it be from CPF or the Bus Replacement Fund or transportation. Our area that we have the most room for taking care of our pension debt is our Bus Replacement Fund as we have done in the past. Mr. Bumgardner made a recommendation neutralizing our pension debt with our Bus Replacement Fund as we have done in the past.

Dr. Trump made a motion to approve to neutralizing our pension debt with the Bus Replacement Fund as presented; Mrs. Krouse seconded the motion; and the Board voted 5:0 to approve the motion.

\*C. Approval of 2017 Budget

Mr. Bumgardner reported he presented the 2017 budget in August. September we had our hearing, and now in October we would like to adopt the budget. The 2017 budget is \$400,000 less than the 2016 budget. Mr. Bumgardner feels it's a responsible budget and our rate will be similar, depending on how the assess evaluation comes in, in another month or so. Our rate will be very similar to the 2016 rate. Mr. Bumgardner said there were no issues during the hearing or from our advertisements. Mr. Bumgardner made a recommendation to approve the 2017 budget.

Mr. Brunn made a motion to approve the 2017 Budget as presented; Dr. Trump seconded the motion; and the Board voted 5:0 to approve the motion.

\*D. Approval of 2017 Bus Replacement Plan

Mr. Bumgardner explained each year we have to come up with a Bus Replacement plan and a CPF plan. The Bus Replacement plan is for twelve years and we have to neutralize the pension debt for two more years. As of now, we do not need a new bus for this year. Mr. Bumgardner made a recommendation to approve the Bus Replacement plan.

Mr. McLaughlin made a motion to approve the Bus Replacement plan as presented; Mrs. Krouse seconded the motion; and the Board voted 5:0 to approve the motion.

\*E. Approval of 2017 CPF Plan

Mr. Bumgardner reported the 2017 CPF plan is a little smaller, in that it is a three year plan. It's the first time in a long time we do not have Maple Park to plan for. That is a positive. The three year plan will take us through to 2019. In our buildings now, there is nothing real major to worry about. Some improvements are needed, but no big ticket items. Mr. Bumgardner made a recommendation to approve the 2017 CPF plan.

Mr. Brunn made a motion to approve the 2017 CPF plan as presented; Dr. Trump seconded the motion; and the Board voted 5:0 to approve the motion.

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- \*F. Approval of Surety Bonds for Kendra Miller, Jo Kerr and Jeremy Markham for Aug. 1<sup>st</sup>, 2016 – June 30<sup>th</sup>, 2017

Mr. Bumgardner reported we are having all of the bonds turned in June 30, 2017. We will then be purchasing a blanket bond. Now that they are regulating and we have so many people bonded out, anyone that touches any cash in our corporation will be covered under the blanket bond. We are going to end them all on June 30, 2017 so we can go to a blanket bond for our corporation. Mr. Bumgardner made a recommendation to approve the Surety Bonds for Kendra Miller, Jo Kerr and Jeremy Markham for Aug. 1, 2016 – June 30, 2017.

Mrs. Krouse made a motion to approve the Surety Bonds as presented: Dr. Trump seconded the motion; and the Board voted 5:0 to approve the motion.

- \*G. Sunday Facility Rental – Tri Kappa

Dr. Lippe explained Tri-Kappa would like to rent the kitchen at the high school. They have been a very supportive organization to our schools.

Mr. Brunn made a motion to approve the Sunday Facility Rental as presented: Dr. Trump seconded the motion; and the Board voted 5:0 to approve the motion.

- \*H. Overnight Exchange Trip Request

Dr. Lippe announced the German exchange group will be traveling to Bergstedt School in Hamburg, Germany Oct. 31, 2016 – Nov. 19, 2016. Ten of our students and two chaperones, Emily Ludwig and Mike Schlitt will be staying for three weeks. Then in the Spring, ten students from Germany will be coming to our school and staying here for three weeks. It's like an exchange program.

Mrs. Krouse made a motion to approve the Overnight Exchange Trip as presented: Mr. McLaughlin seconded the motion; and the Board voted 5:0 to approve the motion.

- \*I. Sunday Facility Rental – Eel River Old German Baptist Brethren Church

Mr. Self announced the Sunday Rental for Eel River Old German Baptist Brethren Church.

Mr. Brunn made a motion to approve the Sunday Facility Rental as presented: Dr. Trump seconded the motion; and the Board voted 5:0 to approve the motion.

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\*J. Approval of Administrator's Contracts

Dr. Reichhart reported to the Board the contracts will run from July 1, 2016 through the end of the school year and beyond, depending upon the administrators. The average administrator increase is around 1.4% if you include all administrators as a group, excluding Dr. Reichhart in this group. He thinks the administrators deserve this increase. They all have done a great job in the past year being evaluated as highly effective or effective. We look forward to keeping them on board for years to come. Dr. Reichhart made a recommendation the 2016-2017 school year administrator's contracts with the exception of Dr. Reichhart's be approved.

Mr. Brunn made a motion to approve the Administrator's Contracts as presented: Mr. McLaughlin seconded the motion; and the Board voted 5:0 to approve the motion.

\*K. Approval of Superintendent's Contract

Mr. Flack made a recommendation to approve the Superintendent's Contract as presented.

Mrs. Krouse made a motion to approve the Superintendent's Contract as presented: Mr. McLaughlin seconded the motion; and the Board voted 5:0 to approve the motion.

\*L. Sale of Maple Park Property

Mr. Schlitt explained to the Board there is a specific statutory procedure that we have to follow and we started that process a month or two ago, to hold a public hearing on the potential to dispose that. We advertised in the paper, but no one showed up expressing any interest. Hopefully there is some interest still out there. There are some provisions in the statute that let you do different things with not for profits or other governmental agencies. The Board has instructed Mr. Schlitt to proceed on this sale on how we would do on a public sale. Statute talks in terms of setting a minimum bid for the property and Mr. Schlitt looked at the lots involved and found we basically have nine lots and one vacated street, which is about the size of a lot, so you come up with about ten lots in the figuration. Mr. Schlitt looked at how we might divide this up in case no one wants to buy the entire parcel.

Parcel # 1 – one lot  
Parcel # 2 – two lots  
Parcel # 3 – two lots & vacated alley  
Parcel # 4 - three lots & vacated street

Mr. Schlitt asked what kind of a minimum bid, because the statute says we are supposed to set one when you advertise. Mr. Schlitt looked at the appraisals and thought three thousand per lot was a good starting point. If you solicit bids for all of the lots at the minimum bid that would be thirty thousand dollars. The Board would have to publish a notice in the paper with that minimum bid and say when bids will be received and we continue that, day to day for a maximum of sixty days. Bids are open to public inspection. One bid would come in and then somebody else comes in with another bid, then you notify the other bidder so they then have a chance to raise their bid. You can say sixty days to accept bids or you can have a shorter time period. After you get the bids, you can decide you didn't get any good bids, you do not have to sell at what comes in. The Board would make a decision and send out the reasons you are going to reject those bids. Next step is the Boards decision to decide on what kind of minimum bid you want to set. After much discussion the Board decided to bring this back at the November board meeting.

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ADMINISTRATIVE UPDATES AND REPORTS

A. Principals

Mr. Rodgers reported field trips went very well and the staff did a great job. Teachers and staff are prepared for parent teacher conferences. Mr. Brunn commented the new sign looks very nice and wondered if the brightness of the sign troubles the neighbors. Mr. Rodgers replied no, that there is a timer that regulates when it turns on and off.

Mr. Self reported Pioneer Days with the fourth graders was really great. Everyone did such a wonderful job in spite of the weather. Mr. Self thanked Karen Faucett for helping the teachers on that day. Dr. Reichhart also complimented the staff on such a great job they did to make it such a success.

Dr. Lippe reported last month they were looking at new dual credit opportunities. AP courses will be offered as dual credits. Examples of these are: environmental science, principals in marketing, AP biology and government. Deb Kerns AP art class will be a dual credit now also. If all of those students in those classes currently do fulfill their obligations to do that, we could have an additional 325 college credit hours for our students this year. AP courses can also be offered as dual credit simultaneously as we teach those at an AP type of rigger, students are then walking out with a dual credit certificate. Dr. Lippe congratulated the following teams for their success this season: girls golf, boys soccer, and both the girls and boys cross-country teams, with six individuals moving on. Dr. Lippe also congratulated Mr. Huber and the band for moving onto state. Dr. Reichhart also congratulated Mr. Huber and band members for their hard work all year long.

B. Curriculum Director

Mrs. Gnagy - absent

C. Business Manager

Mr. Bumgarnder had nothing more to add for tonight.

D. Superintendent

Dr. Reichhart asked Board members to consider moving Nov. 8<sup>th</sup>, 2016 board meeting to another date. Nov. 8<sup>th</sup> are the elections and Dr. Reichhart would be in Indianapolis attending the HECC conference. He suggested three dates and the Board decided on Nov. 15<sup>th</sup>, 2016 for the next board meeting. Dr. Reichhart thanked Board members for changing the date and also thanked Board members for his contract and Mrs. Krouse, Mr. Burgess and Mr. Burnworth for carrying the Bicentennial torch. Mrs. Krouse said she had a great time doing it.

COMMENTS FROM VISITORS

Mr. Charles Signs commented on how Dr. Reichhart is doing a great job as the Superintendent and he is worth every amount of his contract. He also expressed that he believes we do not need to be involved with MSD and their problems. He congratulated our leadership and he liked the ads in the newspaper for our schools. Dr. Reichhart thanked Mr. Signs for coming and his comments.

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COMMENTS FROM BOARD MEMBERS

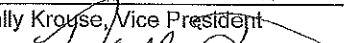
Comments from Board Members

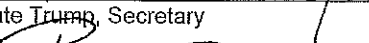
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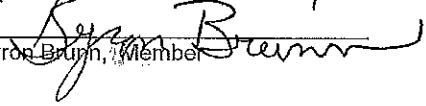
ADJOURNMENT

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

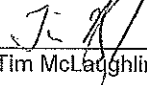
  
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Steve Flack, School Board President

  
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Sally Krouse, Vice President

  
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Nate Trump, Secretary

  
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Byron Brun, Member

\_\_\_\_\_  
Absent  
Brady Burgess, Member

  
\_\_\_\_\_  
Tim McLaughlin, Member

\_\_\_\_\_  
Absent  
Brian Schilling, Member

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