

MINUTES OF REGULAR SCHOOL BOARD MEETING
MANCHESTER COMMUNITY SCHOOLS
July 9, 2019

The Manchester Community Schools' Board of Trustees met at Manchester Community Schools Administration Offices on July 9, 2019 at 5:30 p.m.

Board Members were present or absent as follows:

PRESENT: Mr. David Terflinger, Mr. Michael Hensley, Mr. Rick Espeset, and Mr. Raju Shah

ABSENT: Mrs. Ruth Ayres, Mr Steve Flack and Mr. Brice Bedke

Also in Attendance: Dr. Teresa Gremaux, Superintendent; Dr. Jon Lippe, Principal MJSHS; Mr. Randy Self, Principal MIS; Mrs. Amy Korus, Principal MES and Mr. Mark Frantz, Attorney.

CALL TO ORDER

Dr. Teresa Gremaux, Superintendent called the meeting of the Manchester Community Schools' Board of Trustees to order at 5:30 p.m. Dr. Gremaux led those in attendance in reciting the Pledge of Allegiance.

CONSIDERATION OF AGENDA ADDITIONS OR DELETIONS

1. New Hires for the 2019-2020 School Year were listed

PUBLIC COMMENT (AGENDA ITEMS ONLY)

None

SCHOOL BOARD ORGANIZATION

Raju Shah was sworn in by Attorney Mark Frantz as the new school board member. Nominations were made for the new School Board Secretary. Mr. Hensley nominated Mr. Terflinger and Mr. Espeset seconded the nomination. The board approved the nomination 4:0 with no further discussion. Mr. Terflinger opened up the discussion for consideration of a legislative liaison. Mr. Espeset nominated Mr. Hensley with Mr. Shah seconding the nomination. The board approved the nomination 4:0 with no further discussion.

CONSENT ITEMS

- *A. Minutes
1. Minutes of the June 4, 2019 Public Work Session
 2. Minutes of the June 11, 2019 School Board Meeting
 3. Minutes of the June 24, 2019 Executive Session
 4. Minutes of the June 28, 2019 Public Meeting

Mr Terflinger asked for approval of the minutes. Mr. Espeset made a motion with Mr. Hensley seconding. Mr. Shah Abstained from the vote. With no further discussion board approved 3:0.

- *B. Claims
1. Regular Claims dated July 9, 2019
 2. Prepaid Claims dated June 1-30, 2019
 3. Payroll Claims dated June 14, 2019 and June 28, 2019

Mr. Terflinger asked for approval of claims. Mr. Hensley made a motion to approve with Mr. Espeset seconding the motion. With no further discussion board approved 4:0.

- *C. Donations
1. Donation of \$500.00 to MES from Gamma Kappa Chapter, Kappa Kappa Kappa, Inc.
 2. Donation of \$100.00 to MJSHS Girl's Basketball Program from Thorne Insurance Agency
 3. Donation of \$250.00 to MJSHS Choir Program from Indiana League of Municipal Clerks and Treasurers

Mr. Terflinger asked for approval of donations. Mr. Espeset made a motion to approve with Mr. Hensley seconding the motion. With no further discussion board approved 4:0.

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*E. Personnel

MES

Employment

- 1.Randy Myers, Third Grade Teacher
- 2.Carrie Sautter, First Grade Teacher
- 3.Hannah Krull, Second Grade Long Term Sub
- 4.Benjamin McLaughlin, Guidance Counselor

Resignation

- 1.Ashley McMahon, School Counselor
- 2.Kayla Jablonski, Third Grade Teacher

Retirement

1. Tina Hill, First Grade Teacher

MIS

Maternity Leave

- 1.Makayla Monroe, August 29th – November 22nd, 2019 (Dependent on when baby arrives).
- 2.Stephanie Pinkerton, Mid September 2019- Start of second semester 2020

MJSHS

Employment

- 1.Jenna Smith, Science Olympiad Head Coach
- 2.Traci Cummins, Instructional Aide/Guidance secretary
- 3.Betsy Kiger, Study Hall Supervisor
- 4.Erin Rethlake, Varsity Softball Head Coach
- 5.Josh Troyer, Varsity Girl's Basketball Head Coach
- 6.Oliver Labuda, Band Summer Volunteer
- 7.Ashley Radosevich, US History Teacher

Resignation

- 1.Brittany Holmes, MJSHS Head Softball Coach
- 2.Jacob Everett, MJSHS Girl's Varsity Basketball Coach/Digital/ instructional Coach
- 3.Alyx Brandewie, MJSHS Social Studies Teacher/ Assistant Football Coach
- 4.Logan Haston, MJSHS Spanish Teacher

MAO

Reduction in Force

- 1.Digital Learning Coach

Employment

- 1.Trudy Cahill, Special Needs Bus Driver
- 2.Keri Shultz, Bus Driver
- 3.Alicia Griffey, Bus Aide
- 4.Randy Self, Communications Director

Mr. Terflinger asked for personnel approval. Mr. Hensley made a motion to approve with Mr. Espeset seconding the motion. Mr. Shah asked about an exit interview for personnel leaving the corporation. Dr. Gremaux said that she just developed an exit interview that will be used thru Google. With no further discussion board approved 4:0.

NEW BUSINESS

*Action Items:

- *1. Girls Soccer Overnight Team Building Trip August 8-9, 2019

Dr. Lippe asked for approval of this trip. Mr. Terflinger asked how they will get there. Mr. Screeton said if the minibus was available they would use that otherwise most would drive themselves.

Mr. Terflinger asked for motion to approve. Mr. Hensley made a motion to approve with Mr. Espeset seconding the motion. With no further discussion board approved 4:0.

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*2. MJSHS Overnight Cross Country Team Trip August 6-8, 2019

Dr. Lippe asked for approval of the Cross Country Trip.

Mr. Shah made a motion to approve with Mr. Hensley seconding the motion. With no further discussion board approved 4:0.

*3. E-Learning Payment 2018-2019

Mr. Markham asked for approval for payment to classified staff for e-learning days they had last year. He asked for retro pay for e-learning days that occurred on January 29,30,31, and February 1 of last school year. Classified staff would be paid their daily rate for each of the four dates indicated and this will only be for the 2018-2019 school year. This will not be anything they will carry forward at this time. Dr. Gremaux and Mr. Markham will continue to look at this process. Mr. Terflinger asked if anyone is being left out or shorted a day's pay Mr. Markham said this will be bus drivers, cooks, instructional aides, the people that would not normally report to school on a cancelled day. Mr. Shah asked the approximate number of people and Mr. Markham said it would be around 100 people or more. Mr. Shah asked if there was an approximate dollar amount and Mr. Markham told him that he did not have that but that the money was budgeted in because they would have been paid if we would have had school. Mr. Markham said we had nine total e-learning days and we are paying four of those days.

Mr. Espeset made a motion to approve and Mr. Hensley seconded the motion with no further discussion: board approved 4:0

*4 Approval of Bonds for Kendra Miller, Darla Cain, And ECA treasurers for July 1, 2019 thru June 30, 2020.

Mr. Terflinger asked if they have been bonded in the past and Mr. Markham said yes they have.

Mr. Hensley made a motion and Mr. Shah seconded the motion, with no further discussion; board approved 4:0

5. T.M. Wells Fixed Assets Contract

Mr. Markham asked for approval to engage in a contract with T.M. Wells evaluation services. They will come in and do our fixed assets report. Every year when we get audited the state board of accounts wants to see a copy of your fixed assets. This last year during the audit this was a deficiency because we didn't have an up to date fixed assets report and Mr. Markham was unable to find the one we wanted to give to them. This will contract them to come in and they will take two to three months to get everything up to date and they will present the material to us in an excel spreadsheet. They will take photos, label things and get our fixed assets ledger up to date. This service will cost \$6800.00. They will want to see the fixed assets ledger at next audit and right now we nothing to give them. This will also suffice the deficiency we had at the audit from last year. Mr. Shah asked if there is any way to keep this updated in the future. Mr. Markham said yes there was and if we used their services for a year or two then we could start doing our own updates as needed. Mr. Terflinger asked Mr. Frantz if he had looked and the contract. Mr. Frantz stated he had and he had no issues with it.

Mr. Espeset made a motion to approve and Mr. Hensley seconded the motion. With no further discussion Board approved: 4:0

6. First Reading of Proposed Capital Asset Policy

Mr. Markham said we need to adopt a board policy along with approved contract. There will be no action tonight on this. This will be brought back at the August meeting for final approval to be included into the board policy manual. Mr. Hensley asked if this included disposition of items when we get rid of assets. Mr. Markham stated that yes it did.

7. Textbook Fees MES, MIS, and MJSHS 2019-2020

Dr. Lippe spoke about MJSHS and the breakdown of each grade and what would be typical for fees from 7-12 grade. Mr. Self reviewed Text book fees for MIS and Mrs. Korus reviewed textbook fees for MES.

Mr. Hensley made a motion to approve with Mr. Espeset seconding the motion. With no further discussion board approved 4:0.

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8. Second Reading Student Handbook Changes

Principals presented second reading of student handbook changes. Mr. Terflinger asked if there was any collaboration between student handbooks and schools. Mr. Bishir said he hasn't worked on collaboration in any other schools. Dr. Gremaux said that there are aspects that can overflow from one building to another but there are things that are specific to the certain buildings. Mr. Self spoke and said that a few years ago they realigned the handbooks and it may be time to look at that again and do some realigning.

Mr. Shah made a motion to approve with Mr. Hensley seconding. With no further discussion board approved 4:0

9. Student Online Securly Web Service

Mr. Miller is requesting approval of our new computer safety security program. We will be using Securly Inc. and will be adding protection to our service. This program has live analyst looking at what is sent and notify the appropriate personnel. Mr. Espeset asked if we had references from other school systems that may be using this system also. Mr. Miller said he has spoke with several school systems. Dr. Gremaux said her former corporation used Securly and it's an excellent product. Mr. Espeset asked if we are staffed well enough to respond to any incidents. Mr. Miller said that the false positives are few and the staff may only get four to five a day. Mr. Shah asked if we had a security system in place already. Mr. Miller said we are using the free version that sends an email to the IT Department. With the updated version the call will go directly to the principals or police. Mr. Espeset asked if there is any liability to the administrators if they can't respond. Mr. Hensley asked if there was any privacy protection for us. Mr. Hensley asked if we ever talk about putting a mental health counselor in the schools instead of filtering emails. Mr. Terflinger asked if we could bundle our cyber security and ransom ware in the system. Mr. Miller explained they are separate issues and we have already bundled everything together that we can and have a favorable price for all of this. Mr. Markham recommended paying for this yearly. Mr. Terflinger asked Mr. Frantz if he has read the contract. He has reviewed it and we are locked into a three year contract if we choose to use this package. Mr. Espeset said he feels with all the positive input from Dr. Gremaux, Mrs. Korus and the teachers it is something worth investing in.

Mr. Espeset made a motion to approve with Mr. Shah seconding that motion. With no further discussion board approved 3:0 with Mr. Terflinger abstaining

10. First Reading of Technology Handbook Changes

Mr. Miller presented the changes in the technology portion of the student handbook.

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ADMINISTRATIVE UPDATES AND REPORTS

A. Principals Report

Mrs. Korus spoke about some new additions that have been added to the staff at MES. Summer school wraps up on July 15th.

Mr. Self said he appreciates the staff he worked with there and is looking forward to his new role as Communications Director.

Mrs. Mobley reported on Squire Academy. She stated that Squire Academy is an alternative school setting and there are 6 criteria for their program. The state requires five different criteria. We added a social and emotional component to fit our program. For the 2018-2019 school year they had 93 different students come through the program. Every student has a different plan and they service grades 7-12. They build relationships and focus on individual student needs. They graduated twenty kids this year that at some capacity have been at Squire Academy at some point. That is the largest number so far, nine to thirteen is average. They have been in operation for five years. Jason Hesting is the lead teacher and Amanda Schroll is the paraprofessional for Squire Academy. Jackie McConnell spoke about how Squire Academy helped her. She is a teen mom and was able to graduate from high school doing classes through APEX and work also. She was able to start college in the fall and is now a senior at Huntington University and will graduate next spring. Mrs. Parson spoke about how Squire Academy helped her son get his high school diploma. She feels it wouldn't have happened if Squire Academy wasn't available for him.

Mrs. Mobley strongly encouraged the board members to visit Squire Academy to see for themselves how it runs. Mrs. Mobley explained the APEX online courses to the board and read the mission statement for Squire Academy to the board.

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B. MTA

Mr. Huber reported on attending the IEERB Convention

C. Business Manager

Mr. Markham said he is currently working on the 2020 budget.

D. Superintendent

Dr. Gremaux spoke about adding an EL paraprofessional position at MJSHS. This will be paid for with grant money the corporation received.

E. Heartland Career Center

Mr. Terflinger spoke about Heartland getting some grants for a new CNC machine and a new lathe.

F. Annual School Nurse Report 2018-2019

Mrs. Hire, the school nurse, presented her annual report to the board.

COMMENTS FROM VISITORS

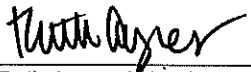
Mrs. Herrmann spoke about her daughter Lillian attending Squire Academy. She was struggling in the general classroom setting and is now thriving at Squire Academy. She is looking forward to school this year. She thanked Mrs. Mobley for all of her support throughout the year and feels Squire Academy is an asset to our school system.

COMMENTS FROM BOARD MEMBERS

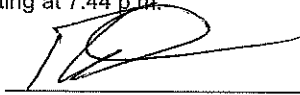
Mr. Hensley thanked everyone for their input during the meeting and thanked Mrs. Mobley for educating the board members about Squire Academy.

ADJOURNMENT

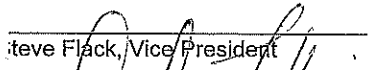
With no further business, Mr. Terflinger, School Board Secretary, adjourned the Manchester Community Schools' Board of Trustees Board Meeting at 7:44 p.m.



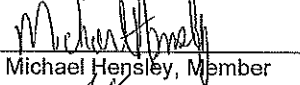
Ruth Ayres, School Board President



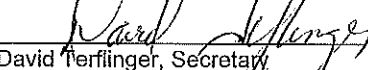
Rick Espeseth, Member



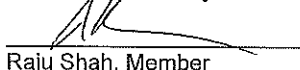
Steve Flack, Vice President



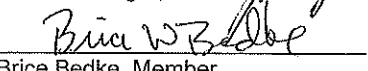
Michael Hensley, Member



David Terflinger, Secretary



Raju Shah, Member



Brice Bedke, Member

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MINUTES OF SPECIAL SCHOOL BOARD MEETING
MANCHESTER COMMUNITY SCHOOLS
July 25, 2019

The Manchester Community Schools' Board of Trustees met at Manchester Community Schools Administration Offices on July 25, 2019 at 5:30 p.m.

Board Members were present or absent as follows:

PRESENT: Mrs. Ruth Ayres, Mr. Brice Bedke, Mr. David Terflinger, Mr. Raju Shah,
And Mr. Michael Hensley

Also in Attendance: Jeremy Markham, Business Manager; Mr. Mark Frantz, Attorney

ABSENT: Mr. Rick Espeset, Mr. Steve Flack

CALL TO ORDER

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

NEW BUSINESS

*A. Approval of Tommy Baldwin, MIS Principal

Mrs. Ayres asked for a motion from board members. Mr. Hensley made a motion with Mr. Bedke seconding the motion. With no further discussion, the board approved 5:0.

Mrs. Ayres asked for a motion for approval of additions of new staff. Mr. Bedke made a motion to approve with Mr. Shah seconding the motion. With no further discussion the board approved 5:0.

COMMENTS FROM VISITORS

None

COMMENTS FROM BOARD MEMBERS

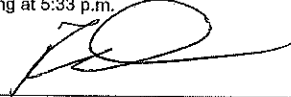
Mr. Terflinger welcomed Mr. Baldwin and all new staff to the school corporation.

ADJOURNMENT

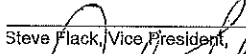
With no further business, Mrs. Ruth Ayres, School Board President, adjourned the Manchester Community Schools' Board of Trustees Board Meeting at 5:33 p.m.



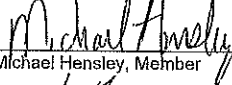
Ruth Ayres, School Board President



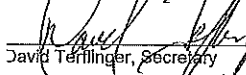
Rick Espeset, Member



Steve Flack, Vice President



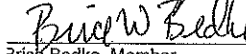
Michael Hensley, Member



David Terflinger, Secretary



Raju Shah, Member



Brice Bedke, Member

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