

October 20, 2014

The regular monthly meeting of the Board of School Trustees of the Vincennes Community School Corporation met at 7:00 p.m. on Monday, October 20, 2014, in the Media Center of Lincoln High School. Those present were President Aaron Bauer, Vice President Pat Hutchison, Secretary Karla Smith, Members Lynne Bobe and Barb Toole, and Superintendent Greg Parsley.

President Bauer called the meeting to order and led the audience in the Pledge of Allegiance to the American Flag.

LHS Principal Steve Combs announced that Social Studies Teacher *Michael Hutchison* had been selected to receive the *Caleb Mills Indiana History Teacher of the Year* award, presented by the Indiana Historical Society. This award is given to a 4th through 12th grade teacher currently teaching American or Indiana History and recognized by colleagues as making a significant contribution to the understanding of these two fields by his or her students.

Caleb Mills moved from New Hampshire to Indiana in 1833 and he established Wabash College. To combat illiteracy, Mr. Mills began a one-man crusade for public education and this was fully established in 1865.

Mr. Hutchison has been noted with his work with PBS, including the new documentary with regard to the Roosevelts, and his work with George Rogers Clark Memorial. Mr. Hutchison is also a leader when it comes to technology in the classroom. He began his career at Lincoln High School in 1979 and his forte is government and Indiana History. He is a past recipient of many awards in the history and technology fields.

Introduction of the *Certified Staff Member of the Month* will be presented later in the meeting, when the recipient will be present.

Franklin Elementary School Principal Melissa Pancake introduced *Katheryn Pargin* as their *Non-Certified Staff Member of the Month*. Kathy has been a paraprofessional in their Life Skills classroom for four years. Kathy has been described as being very energetic and enthusiastic who goes above and beyond the call of duty, both at school and at home. It is not unusual for her to text from home about a thought she has for an activity or an idea she and Teacher Mrs. Jones can use in the classroom.

Kathy stays past her normal time to help students with their goals and has planned many fun art activities for the students. Kathy is very flexible and can adapt to any situation that arises. It is not unusual for her to help other teachers in the building. Her sense of humor is contagious and she keeps everyone laughing. Students commented that "Circle Time" was fun with Mrs. Pargin and she "plays ball with us". Students love the craft projects Mrs. Pargin helps them with. Mrs. Pargin was thanked for all her hard work at school with the students.

Steve Combs then recognized Michael Hutchison, who gave a presentation on the "active classroom". This is the seventh year the social studies department has worked with technology instead of a traditional textbook for their classes. By using technology in the classroom teachers are able to pull up assignments based on the standard they are teaching at any given time. There are unlimited resources teachers can access, giving them more latitude in teaching. Mr. Hutchison stated technology has made an often "dry" subject very enjoyable. In addition to the educational benefits, technology is also cost effective. Mr. Hutchison presented an example of how an assignment is accessed through technology.

By unanimous vote the board approved Greg Parsley's recommendation of the following Consent Agenda items:

- A. Minutes of September 22, 2014 Meeting
- B. Claims 22234 – 22300
- C. Financial Statements
- D. Personnel

Resignations:

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|--------------------|--|
| Brandie G. Brown | Speech/Language Pathologist – eff 10/17/14 |
| Jennifer Jackson | Riley Kindergarten Teacher – eff 11/7/14 |
| Erica Wanke | Tec-Harrison Title 1 Aide – eff 9/26/14 |
| Sheri Bray Dellion | Franklin Day Care Aide – eff 9/25/14 |

Terminations:

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|----------------|---|
| Melinda Manges | Tec-Harrison Special Education Aide – eff 10/3/14 |
| John Balthus | Transportation Bus Aide – eff 9/24/14 |

Recommendations:

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|----------------------|--|
| Courtney Lynn DeBell | CMS Gr 7 Special Ed Aide – eff 10/6/14 (replace Kris Mikiska) (e-approval 10/3/14) |
| Wendy L. Mullins | Tec-Harrison Title 1 Aide – eff 10/8/14 (replace Erica Wanke) (e-approval 10/6/14) |
| Megan L. Wedding | Franklin Gr 1 Classroom Aide – eff 10/8/14 (replace Marcia Combs) (e-approval 10/7) |
| Nina Navejar | Transportation Bus Aide – eff 10/14/14 (replace John Balthus) (e-approval 10/14) |
| Kristy Courtney | LHS Boys Asst. Swim Coach (replace J. Lange) |
| Adryanne A. Noble | LHS Dance Team Co-Coach |
| Kara K. Acino | LHS Dance Team Co-Coach |
| Adryanne A. Noble | CMS Dance Team Coach |
| Jon D. Litherland | CMS Concessionaire |

Leaves:

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| Dolores J. Lane | CMS Gr 8 Math Teacher requests Medical Leave eff 10/10/14 until further notice |
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All other Leave Requests were approved as submitted.

E. Fundraiser Requests

Darla Webber and her CMS Social Studies classes request permission to conduct a "Veteran's Day Wreath" fundraiser Monday through Friday, November 3 through November 7, 2014. Each student would contribute 25¢ toward purchase of the wreath.

LHS Interact Club requests permission to conduct a "Mr. Alice" pageant for boys on Friday, November 14, 2014. Proceeds would help fund the Interact Program (Rotary Club for high school students) at LHS and Polio Plus.

F. Use of Facilities Requests

LHS Interact Club requests permission to use LHS Ader Auditorium and various rooms in

the Music Suite for a “Mr. Alice Pageant” on Friday, November 14, 2014, from 6:30 to 10:00 p.m.

Clark Academic Boosters request permission to use CMS Gymnasium, Concession Area, Cafeteria, Terrazzo Hallways and Restrooms on Friday, November 21, 2014 from 5:30 to 8:30 p.m. to hold a “*CMS Fall Festival*”.

Girl Scouts request permission to use Riley Art Room, Title 1 Room and the Gymnasium every other Tuesday for their club meetings. This would commence on September 16, 2014 through May 25, 2015 from 3:00 to 6:30 p.m.

Discussion Items:

David Hill, Assistant Principal at Lincoln High School, shared information on a unique program that is taking place in the four area high schools. It is called the *Blanket Bundles Project*. This project is being done in conjunction with the Child Development Classes at LHS and the Knox County CASA Program. Every year over 120 Knox County children are removed from their homes and placed in foster care. This is a very traumatic time for these children and the *Blanket Bundles Project* places a hand-made blanket into the hands of each of these children. All materials are provided by CASA and LHS students provide their loving touch in creating these blankets for the children. They have made over 20 blankets this year so far.

Decision Items:

By unanimous vote the board approved for Second and Final Reading the adoption of the following revised Policies & Procedures, Guidelines and Forms:

| <u>POLICY #</u> | <u>CHANGE TYPE</u> | <u>COMMENTS</u> |
|-----------------|--------------------|--|
| 0150 | Revision | “Organization” – to comply with current law and verbiage for Bylaws |
| 1630.01 | NEW | “Family & Medical Leaves of Absence (“FMLA”)” – to comply with current law and verbiage for Administration |
| 1662 | NEW | “Anti-Harassment” – to comply with current law and verbiage for Administration |
| 3362 | Revision | “Anti-Harassment” – to comply with current law and verbiage for Professional Staff |
| 3419.01 | Revision | “Privacy Protections of Self-funded Group Health Plans” – to bring verbiage current with our plans for Professional Staff |
| 3419.02 | Revision | “Privacy Protections of Fully Insured Group Health “Plans” – to bring verbiage current with our plans for Professional Staff |
| 3430.01 | Revision | “Family & Medical Leaves of Absence (“FMLA”)” – to comply with current law and verbiage for Professional Staff |
| 4362 | Revision | “Anti-Harassment” – to comply with current law and verbiage for Support Staff |
| 4419.01 | Revision | “Privacy Protections of Self-Funded Group Health Plans” – to bring verbiage current with our plans for Support Staff |
| 4419.02 | Revision | “Privacy Protections of Fully Insured Group Health Plans” – to bring verbiage current with our plans for Support Staff |

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| 4430.01 | Revision | "Family & Medical Leaves of Absence ("FMLA")" – to comply with current law and verbiage for Support Staff |
| 5111 | Revision | "Determination of Legal Settlement and Eligibility for Enrollment of Students Without Legal Settlement in the Corporation" – to comply with current law |
| 5517 | Revision | "Anti-Harassment" – to comply with current law and verbiage for Students |
| 5517.01 | Revision | "Bullying" – to comply with current law and verbiage for Students |
| 5630.01 | Revision | "Use of Seclusion and Restraint With Students" – to comply with current law and verbiage for Students |
| 6144 | Revision | "Investment Income" – to comply with current law and practices and verbiage for Finances |
| 6151 | NEW | "Bad Check and Uncollectable Debts" – to comply with current law and practices verbiage for Finances |
| 7217 | REJECT | "Possession of Firearms and Weapons by Visitors" – this Policy was pulled from current updates and Revised Policy passed by Board at August 18, 2014 meeting |
| 7510.01 | REJECT | "Use of Corporation Physical Fitness Facilities" – is not applicable to our corporation |
| 8510 | REJECT | "Wellness" – Neola recommendation that we are replacing with our own Policy to be submitted later |

ADMINISTRATIVE

| <u>GUIDELINE</u> | <u>CHANGE TYPE</u> | <u>COMMENTS</u> |
|-------------------------|---------------------------|--|
| 1630.01 | NEW | "FMLA Leave" – new guideline for revised policy for Administration |
| 1630.01B | NEW | "FMLA Recordkeeping Requirements" – new guideline to go with revised policy for Administration |
| 1662 | NEW | "Anti-Harassment" – new guideline to go with revised policy for Administration |
| 1662A | NEW | "Reporting Threatening and/or Intimidating Behaviors" – new guideline to go with new policy |
| 3362 | Revised | "Anti-Harassment" – to go with revised policy for Professional Staff |
| 3419.01 | NEW | "Privacy Protections of Self-Funded Group Health Plans" – to go with revised policy |
| 3430.01 | NEW | "FMLA Leave" – to go with revised policy for Professional Staff |
| 3430.01B | NEW | "FMLA Recordkeeping Requirements" – to go with revised policy for Professional Staff |
| 4362 | Revised | "Anti-Harassment" – to comply with current law and verbiage for Support Staff |
| 4419.01 | REJECT | "Privacy Protections of Self-Funded Group Health Plans" – not needed |
| 4430.01 | NEW | "FMLA Leave" – to comply with current law and verbiage for Support Staff |
| 4430.01B | NEW | "FMLA Recordkeeping Requirements" – to go with new policy for Support Staff |
| 5517 | Revised | "Anti-Harassment" – to go with revised policy for Students |
| 5517.01 | Revised | "Bullying" – to go with revised policy for Students |

| <u>FORMS</u> | <u>CHANGE TYPE</u> | <u>COMMENTS</u> |
|--------------|--------------------|---|
| 1662 F1 | NEW | "Report of Harassment" – to go with new policy |
| 1662 F2 | NEW | "Alleged Harassment Investigative Report" – to go with new policy |

By unanimous vote the board approved Melanie Kocher's recommendation to accept a \$1,200 grant from the Indiana Department of Health. This grant provides a stipend for the Wellness Coordinator, as well as allowing for travel and registration fees for state-mandated conferences, etc.

Mr. Parsley stated that Mrs. Kocher has been instrumental in leading the VCSC wellness initiative for over a year. She has introduced wellness competitions for employees and their buildings. She has also coordinated the wellness spring screenings, the flu shot vaccinations for all employees on the VCSC health plan, and is the liaison for the VCSC with the Good Samaritan Hospital Health Clinic. She does a tremendous job and is to be congratulated.

By unanimous vote the board approved Greg Parsley's recommendation to enter into an agreement with KCARC for VCSC to provide bus transportation for pre-school students ages three to five years with special needs. VCSC will pay \$1,600 per child for the 2014-2015 school year. This is an annual agreement and is unchanged from 2013-2014.

By unanimous vote the board approved Greg Parsley's recommendation to appropriate additional funds from the Rainy Day Fund for the purpose of addressing items throughout the VCSC that may need to be addressed prior to the close of the 2014 calendar year. Although over \$800,000 is already appropriated in the Rainy Day Fund, this request is to appropriate \$476,227.80 in the specific following areas:

1. Playground Mulch – not to exceed \$30,000
2. LHS Dishwasher – lowest bid of \$89,675
3. Completion of Bus Barn – lowest bid of \$98,300
4. Concrete to finish Bus/Maintenance Facility – not to exceed \$99,000
5. Electric for Inman Facility – not to exceed \$59,291
6. Phase I – Turf at new Inman Field Hitting Facility - \$24,331.80
7. Phase I – Lockers at new Inman Field Hitting Facility - \$30,970
8. Phase I – Hitting Cages at new Inman Field Hitting Facility - \$44,660

As VCSC prepares to close the books on the 2014 calendar year, it is helpful to have specific appropriations so that monies can be used to their fullest. While the request is being brought forward, it is not a guarantee that the funds will be used, nor is it a guarantee that the funds will be used from the RDF.

For example, the dishwasher for LHS could come out of funds that are tied directly to the cafeteria. In addition, Capital Projects monies can also be used, however, with fewer dollars to operate the VCSC facilities from this fund as a result of the circuit breaker and other tax related issues, it becomes a necessity to use the RDF, in addition to using Debt Service for the purpose of "brick and mortar" types of issues.

Tecumseh-Harrison Elementary School Principal Jono Connor announced that Grade 5 Teacher *Andrew Jennings* has been named their *Certified Staff Member of the Month*. Mr. Connor related that last year he brought Mr. Jennings back to Vincennes and he is now in his second year of teaching at Tecumseh-Harrison.

Students' comments were that Mr. Jennings is very creative, is funny, he puts students' needs first and he makes you think for yourself. He was late getting to the meeting this evening because he had a scheduled parent/teacher conference for one of his students arranged to accommodate the parent. Mr. Jennings has been a tremendous help to Mr. Connor with regards to classroom management. He has become the district "guru" on Acuity and bringing all its features in interpreting to other teachers. Many parents commented that Mr. Jennings gives very clear expectations to the students and he holds them to those. Mr. Connor congratulated Mr. Jennings, stating he is an asset to the corporation and Tecumseh-Harrison is very lucky to have him.

Mr. Jennings thanked everyone for the honor, stating it was great to be back in his home town and working with the students and helping out with the football team.

All board members congratulated the award winners, thanked Mr. Hutchison for his presentation, thanked Mrs. Kocher for all her efforts toward the wellness initiative, and the Blanket Bundle Project at LHS. All teams were extended congratulations on their achievements this past week and extended "good luck" wishes on their upcoming games and presentations.

Greg Parsley also recognized the two School Resource Officers for VCSC – Randy Rinehart and B.J. Helderman – for what they do for the corporation. It is very much appreciated.

Principal Susan Marchino of Riley Elementary School wanted to let everyone know that this afternoon Channel 10 recognized Kathy Clinkenbeard in their "Make a Difference" segment for her work on the "Backpacks With Love" project. They were able to surprise Kathy and she was very overcome with the honor.

There being no further business, the meeting was adjourned at 7:41 p.m.

Aaron Bauer, President

Karla Smith, Secretary