

November 16, 2015

The regular monthly meeting of the Board of School Trustees of the Vincennes Community School Corporation was held on Monday, November 16, 2015, at 7:00 p.m., at Franklin Elementary School. Those present were President Pat Hutchison, Vice President Karla Smith, Secretary Barbara Toole, Members Aaron Bauer and Lynne Bobe, and Superintendent Greg Parsley.

Pat Hutchison called the meeting to order and led the audience in the Pledge of Allegiance to the American Flag.

Mr. Hutchison asked if any of those present wished to address the board with any questions, concerns, or public comments. There being none, the meeting continued.

Melissa Pancake, Principal of Franklin Elementary School, introduced Kindergarten Teacher Emily Bahr, whose students were going to show how they use the “Osmo”, an interactive device that attaches to the iPad, which teachers can use for their lessons.

The device comes with a base and a mirror, which reflects off the table so it actually reads what is on the table. It comes with letters, words and colors software. It also comes with games that can be used to help students figure out names of items displayed. As some of the words are too difficult for kindergarten students, Mrs. Bahr developed a program with age-appropriate words and uploaded them into the Osmo. They can also work on identifying shapes, color and letter recognition, numbers and number sense. Different pieces also address hand and eye coordination are also included.

Students Emma Cunningham, Isaac Hovland and Carter Johnson gave a brief demonstration on the different aspects of learning they are able to do with the Osmo.

Principal Susan Marchino of Riley Elementary School announced that Kellee Worland had been selected as the *Employee of the Month* from their building. Susan stated that Kellee is teaching Third Grade this year, which some times can change every year or two. After beginning of the year testing, data revealed there was a big need with these students. Susan created an intensive reading block for two hours where students are on task and working hard. Susan said Kellee jumped right in and said she could do that.

Susan stated that is what she appreciates the most about Kellee. She is always willing to help out with something and is the first to ask what she can do to help. She said Kellee spends countless hours outside the school day preparing, is a team player in working with everyone in the building. Kellee is their sounding board, is the “mother” of the teachers – they go to her for advice or help. Susan really appreciates Kellee for not only helping her, but also being a team player and helping other teachers and students.

Susan stated that some of the comments from her students were that she always cares for you and is appreciative of gifts, she always makes sure everyone has a good day, she’s a hard worker and makes them work hard too, and Susan’s favorite – you always know when she’s around when you hear her hiccups.

Susan stated that Special Education Teacher Amanda Orchard spoke very highly of Kellee, saying that Kellee will always stop in her classroom and talk to each of Amanda’s students,

giving them a “High 5”, or a hug, or just talking to them. Kellee is always willing to mainstream Amanda’s students into her classroom, regardless of their disability or severity, for instructional time or special classes. She is fun to work with, willing to collaborate with and is very supportive of the things Amanda does.

Susan stated that sums up how important Kellee is in their building and why she’s so deserving of this recognition. Susan stated Kellee has been a dedicated, loyal employee for the school corporation for many years.

Kellee stated she is very appreciative of this recognition and thanked Susan for taking a chance on her back when Washington Elementary School closed. She appreciates her fellow teachers, saying Riley is such a great place to work, and the staff there has made her a better person every day. She thanked everyone for the honor.

Principal Ryan Clark of Clark Middle School announced that Secretary Kathy Smith had been selected as their *Employee of the Month*. Ryan stated that Kathy is the first line of defense you see at CMS, and that she opens the door for anyone coming in to the building.

Comments from others in the building were that Kathy is a team member, going beyond the scope of her duties to make sure everything runs smoothly at CMS. She has been a dedicated, loyal employee for VCSC for many years. Her pleasing disposition puts visitors at ease when they come to the middle school. She brings organization and calmness to the front office and the cadets just adore her. The staff of CMS depends on her every day, treating them with warmth and respect, and always greeting them with a smile. Ryan appreciates her as a friend, that she always has his back and he can confide in her. She is caring, dependable, conscientious about her job, which is the front office receptionist, makes attendance phone calls and is CMS Athletic Director. She takes on additional responsibilities and never, ever complains about anything. Ryan stated Kathy is the ultimate multi-tasker and is appreciated by everyone in the building and thanked her for all she does.

Kathy thanked Ryan and everyone for their kind words, that she loves working at CMS and when asked will tell people she has no idea when she will be retiring. She loves her job, the people she works with, thanking Ryan for his having their backs while they have his. She loves working for VCSC and can’t think of anything she’d rather be doing.

By unanimous 5-0 vote, after proper Motion and Second, the board approved Greg Parsley’s recommendation for the following Consent Agenda items:

- A. Minutes of October 19, 2015 Meeting
- B. Claims 24727 – 25016
- C. Financial Statements
- D. Personnel

Recommendations:

Keira L. McCarter	Franklin Gr K-5 Sp Ed Aide – replace R. Froeschke – eff 10/26/15
Jennifer L. Rall *	Franklin Kdgn Aide – replace A. Fisher (moved to Gr 5)
Madison Shots	Tec-Harr Day Care Aide – eff 11/17/15
Cammie L. Smith **	LHS Special Ed Job Coach – replace M. Miller
Stephanie VanMeter	Tec-Harr United Way Tutor
Kendra Jones	Tec-Harr United Way Tutor
Stacie Tabler	Tec-Harr United Way Tutor

Wendy Mullins	Tec-Harr United Way Tutor
Lori Norrick	Riley United Way Tutor
Jill Hanson	Riley United Way Tutor
Jillian Herb	Riley United Way Tutor
Christin Wyant	Franklin United Way Tutor
Hannah Schickel	Franklin United Way Tutor
Emily Bahr	Franklin United Way Tutor
Casey Kotter	Franklin United Way Tutor
Jackie Harker	Vigo United Way Tutor
Lauren Hinz	Vigo United Way Tutor
Amy Boberg	Vigo United Way Tutor
Lindsay Rutherford	Vigo United Way Tutor
Melissa Bradburn	Vigo United Way Tutor

- * Pending Background Security Clearance and passing Para Pro Test
- ** Pending Background Security Clearance

Leave Requests:

Dana J. Ring	LHS Math Teacher requests Medical Leave from Wednesday, November 11, through Friday, December 18, 2015. She will return to work on Monday, January 4, 2016
Nancy L. Harrison	CMS Assistant Principal requests Medical Leave from Friday, December 4, through Friday, December 18, 2015. She will return to work on Monday, January 4, 2016

All other Leave Requests were approved as submitted.

E. Donations + Grant & Competition Awards

St. Thomas Altar Society	\$50.00	To go to a needy CMS student for Christmas.
United Way - Grant Award	\$5,112.00	To be used for Tutoring at each of the four elementary schools.
Old National Bank – “Competition Award”	\$1,000.00	“Tools for Schools” Competition Award won by Vigo Elementary School for this area.
Backpack Grant Award	\$1,000.00	Grant Award to help fund the “VCSC Backpack Program”.
Sodexo Competition Award	\$1,000.00	Competition Award for Sodexo “Healthy High School Challenge”. LHS finished #21 out of 95 participating high schools.

F. Field Trip Requests

LHS “Pride of the Green” marching band requests permission for an overnight stay in Indianapolis on Friday, November 6, 2015, so they can practice early Saturday morning for their State Final competition. (Electronic approvals by board received on November 2, 2015.)

G. Fundraiser Requests

LHS RAK Club and Community Service Class requests permission to conduct a “Pie Back” some time just after Thanksgiving 2015. Members will sell tickets for a chance to

throw a pie in the face of a teacher. Proceeds will be made available to different people/ organizations requesting help throughout year.

LHS Community Service Class requests permission to conduct a "*Leave Your Mark on Lincoln*" fundraiser during the month of December 2015. Members will sell block squares for students to "Leave their Mark" of a handprint, name and year of graduation in a variety of colors of paint. Proceeds will go for donations of goods for Pet Port and the needs they have for the animals.

CMS Student Council requests permission to conduct a "*Quarter War*" from December 7 through 18, 2015. Proceeds will be a donation to the local "Shop with a Cop" program.

LHS RAK Club and Community Service Class requests permission to conduct a "*Pennies for Patients Campaign*" February 1 through 19, 2016. Coin collection boxes will be placed around the school and a possible collection at a boy's basketball game on February 4, 2016. All proceeds will be donated to the Leukemia and Lymphoma Society.

CMS Student Services representative and students request permission to conduct "*Pennies for Patients*" fundraiser February 1 through 19, 2016. Grade levels will compete to see which one collects the most change. All monies collected will be donated to the Leukemia and Lymphoma Society.

H. Use of Facilities Requests

Girl Scouts of Southwest Indiana request permission to hold Girl Scout Troop meetings in the Gymnasium at Riley Elementary School each Wednesday during the 2015-2016 school year from 3:00 to 5:30 p.m.

When asked about the United Way Donation, Greg Parsley explained that the Education Committee of United Way had for the past couple of years donated money to the three area school corporations for a Jump Start Program. Being concerned about the graduation rates, the committee wanted to give a head start to students needing extra help and decided to get to those students before they entered kindergarten. Kelley McCarty sits on the Education Committee of the United Way, and has been very instrumental in obtaining this money for the school corporations. They are now starting to zero in more on the reading aspect and provided funds for the three local school corporations.

Once the money was received it was divided out amongst the four elementary schools and thus the recommendations for personnel tonight for United Way tutors for their buildings.

In addition, Greg pointed out that there are two donations from Sodexo for \$1,000 each, one for the *Backpacks of Love* program, and the other as a result of the *Healthy High School Challenge*.

Greg stated that VCSC is very appreciative of all our donations, but United Way and Sodexo needed to be recognized.

Pat Hutchison asked Greg if he understood correctly in that you could designate United Way donations to come directly to VCSC. He was advised that VCSC can be a designated recipient in their "Early Education Initiative", that employees simply check that box and monies will come directly to VCSC.

DISCUSSION ITEMS:

Greg Parsley presented for First Reading the following Policy, Guidelines, and Forms Revisions and Updates from NEOLA, under Vol. 27 No. 2. Again, these policies and guidelines are revised to be in agreement with state and federal laws. These proposed revisions have been posted on the VCSC website and will be brought back for Second and Final Reading next month.

<u>POLICY #</u>	<u>CHANGE TYPE</u>	<u>COMMENTS</u>
0100	Revision	"Bylaws – Definitions"
0130	Revision	"Bylaws – Functions"
0131.1	Revision	"Bylaws – Legislative – Bylaws and Policies"
0131.2	New	"Bylaws – Technical Corrections"
0132.2	Revision	"Bylaws – Administrative Authority"
0133	Revision	"Bylaws – Judicial"
0140	Revision	"Bylaws – Membership"
0141.1	Reject	"Bylaws – Student Body Representatives"
0142	Revision	"Bylaws – Election/Appointment of Members and Eligibility to Serve"
0142.4	Reject	"Bylaws – Board Member Leave of Absence for Military Service"
0142.5	Revision	"Bylaws – Orientation"
0144.1	Revision	"Bylaws – Compensation"
0144.3	Revision	"Bylaws – Conflict of Interest"
0144.4	Revision	"Bylaws – Defense and Indemnification of Board Members"
0144.5	New	"Bylaws – Gifts and Gratuities"
1130	Revision	"Administration – Conflict of Interest"
1214	Reject	"Administration – Staff Gifts"
2410	New	"Program – Audio, Video, and Digital Recording of Meetings"
2421	Revision	"Program– Career and Technical Education Program"
2423	Deletion	"Program – School-To-Work Program"
2430	Revision	"Program – Corporation-Sponsored Clubs and Activities"
2461	New	"Program – Recording of IEP Team Meetings/ Case Conferences"
3113	New	"Professional Staff – Conflict of Interest"
3120.08	Revision	"Professional Staff – Employment of Personnel for Extracurricular Activities"
3140	Revision	"Professional Staff – Termination and Resignation"
3214	Revision	"Professional Staff – Staff Gifts"
3410.04	Deletion	"Professional Staff – Substitute Compensation"
4113	New	"Support Staff – Conflict of Interest"
4140	Revision	"Support Staff – Termination and Resignation"
4214	Revision	"Support Staff – Staff Gifts"
5111	Revision	"Students – Determination of Legal Settlement and Eligibility for Enrollment of Students without Legal Settlement in the Corporation"
5540	Revision	"Students– The Schools and Governmental Agencies"
5610	Revision	"Students – Suspension and Expulsion of Students"
5610.02	Revision	"Students – In-School Discipline"
6320	Revision	"Finances – Purchasing"
6460	Revision	"Finances–Conflicts of Interest and Vendor Relations"

<u>POLICY #</u>	<u>CHANGE TYPE</u>	<u>COMMENTS</u>
7455	Revision	"Property – Accounting System for Fixed Assets"
8390	Revision	"Operations – Animals on School Corporation Property"
8500	Revision	"Operations – Food Services"
9700.01	New	"Relations – Advertising, Commercial Activities, Sponsorships, and Naming Rights"

<u>ADMINISTRATIVE GUIDELINE</u>	<u>CHANGE TYPE</u>	<u>COMMENTS</u>
1520	Reject	"Administration – Administrator Contract"
2221	New	"Program – Mandatory Curriculum"
2423A	Deletion	"Program – Planning Guide for School-To-Work School-Based Learning Programs"
2423B	Deletion	"Program – Checklist for Implementing School-To-Work Programs"
2430	Revision	"Program – Corporation-Sponsored Clubs and Activities"
5320	Revision	"Students – Immunization of Students in School"
5330	Revision	"Students – Use of Medications"
5540A	Revision	"Students–Relationship with Governmental Agencies"
5600A	Revision	"Students – Student Discipline"
5605A	New	"Students – Disciplining Special Education Students"
5605B	New	"Students – Disciplining a Section 504 Student"
5610	Revision	"Students – Suspension and Expulsion"
5610A	Reject	"Students – Expulsion of Students Not Yet Identified as Eligible for Special Education"
5610.02	Revision	"Students – In-School Discipline"
5611	New	"Students – Due Process"
6320A	Revision	"Finances – Purchasing"
8390	Revision	"Operations – Use of Service Animals"

<u>FORMS</u>	<u>CHANGE TYPE</u>	<u>COMMENTS</u>
2423 F1	Deletion	"Program – Work-Site Learning Agreement"
2430 F2	Revision	"Program – Activity Advisor Evaluation Form"
5610.02 F1	Revision	"Students – In-School Suspension, After-School Detention, or Saturday School"

DECISION ITEMS:

By unanimous 5-0 vote, after proper Motion and Second, the board approved Greg Parsley's recommendation for the 2016-2017 School Calendar. This calendar "mirrors" this year's calendar with staff starting on August 3rd and students on August 4th. There would be an early release for Homecoming on September 23rd, Parent/Teacher Conferences would continue to be in the Fall and Spring, two full weeks at Christmas, and eight (8) built-in make-up days. Last day of school would be Thursday, May 25th, with graduation on Friday, May 26th. That Friday could be utilized as an additional make-up day for inclement weather.

Greg explained that three (3) calendars were taken to the VEA/VCSC Discussion, in addition to our building administrators. They were the more traditional one (one being recommended), a balanced calendar, and a calendar with a later start date by one week. The latter calendar was a concern as there were little to no make-up days built in. The primary concern with the

balanced calendar was the concern with ISTEP+ testing and a two-week Spring Break. In addition, part of the rationale was we may likely need to protect two full months (June and July) for what is hopeful elementary construction. There was some discussion by staff that they wanted to go with the balanced calendar, but only under the assumption of the E-Snow days being present. We are not in a position as yet to move forward with E-Snow days and this has been sent back for more discussion.

By unanimous 4-0 vote, with Pat Hutchison abstaining, and after proper Motion and Second, Greg Parsley's recommendation to move the Clarence B. Tolbert Certificate of Deposits from the LHS Extra-Curricular Account to the Vincennes Education Foundation was approved. The reason for the transfer at this time is the CDs (two of them, totaling \$9,812.86) are due for renewal. In addition, the State Board of Accounts prefer these types of monies be moved from a school's ECA Account to another account at the school or to an education foundation.

By unanimous 5-0 vote, after proper Motion and Second, Greg Parsley's request to run a Second Claims Docket between the November and December board meetings was approved.

OTHER BUSINESS:

There was no Other Business.

All board members congratulated Kellee and Kathy on their recognitions, stating their dedication and the many hats they wear is very much appreciated. They thanked Emily Bahr for her presentation, and thanked Melissa Pancake for Franklin Elementary hosting this meeting. They all also congratulated LHS's Pride of the Green, stating their talent, the number of hours they put in, and dedication are appreciated, and commended them on their recent trip to Lucas Oil Stadium as a Class C State Finalist marching band/color guard. Congratulations also went to Gretchen Bruner and the many performing arts students on their performance of "Chitty Chitty Bang Bang" this past weekend.

Pat Hutchison congratulated Ryan Clark and wished him well on the upcoming reception to honor him as the IASP Secondary Principal of the Year for the southwestern part of Indiana. He also wished everyone a Happy Thanksgiving.

There being no further business, and by a unanimous 5-0 vote, the meeting was adjourned at 7:29 p.m.

Patrick P. Hutchison, President

Barbara L. Toole, Secretary