

December 14, 2015

The regular monthly meeting of the Board of School Trustees of the Vincennes Community School Corporation was held on Monday, December 14, 2015, at 7:00 p.m. at Riley 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.

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

Mr. Hutchison then asked if any member of the audience would like to address the board with a public comment or any questions or concerns. There being none, the meeting continued.

Barry Stone, Franklin Elementary Principal Melissa Pancake, and Vigo Elementary 3rd Grade Teachers Debbie Gries and Valerie Grumieaux, presented plaques to honor those third grade students that had perfect scores on the Spring 2015 IREAD test. Students recognized were:

Franklin Elementary

Aschiah Birden
Cole Brewington
Declan O'Hanlon
Graham Reed
Abigail York

Vigo Elementary

Justin Hanes
McKenna Henderson
Xander Hunt
Haley Kaderbek
Cierra Talbert

Tecumseh-Harrison Elementary Principal Jono Connor wanted to acknowledge and recognize Kindergarten Teacher Stephanie VanMeter as the *2015 VCSC Teacher of the Year*, as well as being a *2016 Indiana Teacher of the Year* Semi-Finalist for the State of Indiana.

Mr. Connor stated comments from Stephanie's colleagues were that Stephanie is a highly motivational teacher who inspires her students and colleagues on a daily basis. She greets her students every morning with a contagious smile and a delightful "good morning". She makes a personal connection with each student as they walk through the door and that becomes their daily motivation. She creates a great learning environment and deeply encourages her students so they strive to do more.

Mr. Connor continued, stating other comments were that Stephanie is a true leader in their school and our school district. She is a true inspiration to her students and colleagues. Stephanie is amazing with all students, not just those in kindergarten. She is always the first one to step up and is always willing to work extra with students to help them out in any way. This raises their self-confidence and they are eager to come to school. Stephanie is a "ball of energy" and always makes me smile when I see her and she is the hardest working teacher she has met. Tecumseh-Harrison is lucky to have her.

Parents also had good things to say about Stephanie. They commented she is great with their students, and inspires them to always do their best. She reaches out to parents, keeping them aware of their students' activities, and they appreciate the foundation she has given their children.

Comments from students were Mrs. VanMeter is very caring and smart, very smart. Another student said you could not get away with anything with her.

Mr. Connor stated he has yet to walk into her classroom when each and every student was not engaged in what they are doing, that everyone is on task and truly enjoying learning. She understands that especially with kindergarten students you need to reevaluate and reteach. Mr. Connor stated Mrs. VanMeter is a “difference maker”, all the way from the students, her colleagues and to the parents. Mr. Connor then thanked and congratulated Mrs. VanMeter for being a part of VCSC.

Stephanie VanMeter then thanked Mr. Connor, Mr. Parsley, the school board, and all her colleagues, students and parents. She said it was quite an honor.

Susan Marchino, Principal of Riley Elementary School, addressed the *Curriculum Spotlight* by apprising board members of the various clubs at their school. Mrs. Marchino advised that Riley Elementary students participate in “Club Friday” every other week. Faculty and staff of the school compiled a list of club ideas and then decided which ones they would be comfortable sharing with students. Once the clubs were decided, students were able to pick a club that interested him/her. Students have enjoyed having the opportunity to learn and explore new things that may not fit into the regular curriculum. The clubs will be changed for the second semester.

Mrs. Marchino then asked the following students to tell about the club they are involved in and what they are doing:

Allison Bolger	Gr 5	Craft Club	Xzavier Haynes	Gr 4	Spanish Club
Morgan Leehy	Gr 5	Sports Club	Kelsey Barekman	Gr 3	Language Club
Keeton Smith	Gr 5	Technology Club	Payton Calvert	Gr 2	Cooking Club
Hunter Grostefon	Gr 5	Newspaper Club	Peyton Laue	Gr 2	Running Club
Haley Koneninstein	Gr 5	Science Club	Jack Herb	Gr 1	Reading Club

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

- A. Minutes of November 16, 2015 Meeting
- B. Claims 25017 – 25229
- C. Financial Statements
- D. Personnel

Resignations:

Gwen R. Houpey	Riley Grade 3 Classroom Aide – eff 12/2/15
Aubrey P. Murphy	Riley Day Care Aide – eff 12/18/15
Trenton M. Lee	Tec-Harrison Day Care Aide – eff 12/18/15
Courtney Fenwick	LHS Asst. Volleyball Coach – eff 11/18/15
Taylor Nash	LHS JV Volleyball Coach – eff 11/18/15

Transfers:

Hilary Edgin	Riley Day Care Coord to Tec-Harr DC Aide – eff 1/4/16
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Recommendations:

Kirsten E. Balkom	Vigo Grade 3 Classroom Aide – to replace K. Barmes
Taylor N. Wieling	Vigo Grade 4 Classroom Aide – to replace K. Gardner
Adrienne L. Hinds *	Riley Grade 3 Classroom Aide – to replace G. Houpey

Heather M. Kaiser	Riley Day Care Coord – to replace H. Edgin – eff 1/4/16
Lexis M. Woolard	Franklin Day Care Aide – eff 1/4/16
Kourtney Crockett	LHS 2 nd Asst. (JV) Softball Coach

*Pending Background Security Clearance

Leaves:

Holly J. Morrison	LHS Life Skills Teacher requests medical leave from Friday, 11/20/15 through Friday, 12/11/15
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All other Leave Requests were approved as submitted.

The board also approved Mr. Parsley’s recommendation that *Ann Obermeyer* be hired as a Substitute Secretary for when a building secretary is out. Ann is a retired VCSC secretary and will be paid at the same rate she received prior to her retirement.

The board also approved Mr. Parsley’s recommendation to hire *Building Instructional-Coaches (I-Coaches)* to make decisions when it comes to instructional and curricular items as related to the buildings. They will become building specialists in the realm of best practices for instruction and curriculum. This group will also be utilized to make key decisions with regard to professional development for the 2016-2017 school year.

These individuals are as follow and they will each receive a \$1,000 stipend and will work throughout the second semester:

<u>EMPLOYEE</u>	<u>BUILDING REPRESENTING</u>
Debra Byrnes	Knox County Special Education Cooperative
Janis Hert	Lincoln High School
Steve Toy	Lincoln High School
Dana Carie	Clark Middle School
Deborah Stidham	Clark Middle School
Hannah Schickel	Franklin Elementary School
Morgan Kitzman	Riley Elementary School
Stephanie VanMeter	Tecumseh-Harrison Elementary School
Amy Boberg	Vigo Elementary School
2 (Two) To Be Announced	VEA Appointments

Building Principals, KCSEC Director, Curriculum Director, Corporation Instructional Coaches and the Superintendent will also be a part of the committee but will not receive stipends. Title I personnel will be included in the discussions.

E. Donations + Grant & Competition Awards

Jason Fithian	\$500.00 (Estimated equipment value)	Football pants, helmet, pads and bag to be used for CMS Football program
Sodexo, Inc.	\$2,000.00	To fund LHS Scholarships
Sodexo, Inc.	\$3,000.00	To help fund <i>Backpacks of Love</i> fund
Sodexo, Inc.	\$6,500.00	To help with VCSC <i>Wellness</i> fund

F. Field Trip Requests

LHS *Pride of the Green* requests permission to travel to Walt Disney World in Orlando,

Florida during Thanksgiving Break 2016 from Tuesday, November 22nd, through Sunday, November 27th. The band will be tentatively performing on Thanksgiving Day, Thursday, November 24th.

G. Fundraiser Requests

LHS JROTC Class requests permission to conduct *Proud American* sticker sales during December 2015. Proceeds will be used for JROTC uniforms and travel expenses.

LHS Foreign Language students request permission to conduct *Pea-Fectious Dessert Raffle* fundraiser during the month of January 2016. Proceeds will be used to help fund students' expenses while traveling abroad this summer.

LHS Foreign Language students request permission to conduct *Hot Chocolate Sales* from January 25 through 29, 2016. Proceeds will be used to help fund students' expenses while traveling abroad this summer.

LHS Knox County Relay for Life team (Fay's Redbirds) requests permission to conduct *Coaches vs. Cancer* events the week of January 25, 2016. Funds will be donated to the Knox County Relay for Life in the Redbird's team name.

Tecumseh-Harrison K-5 teachers request permission to conduct *Art in Nature* fundraiser through Paragon from February 18 through 25, 2016. Proceeds will be used to fund Tecumseh-Harrison PTO and PBIS awards.

Tecumseh-Harrison PTO requests permission to conduct *Art to Remember* fundraiser in March and April 2016. Proceeds will be used to fund PBIS reward parties, the AR store and Attendance rewards.

H. Use of Facilities Requests

Harvest Bible Chapel requests permission to use LHS Ader Auditorium Wednesday evening, December 23, 2015, from 6:00 to 8:00 p.m. for a showing of a ½ hour film free to the community.

DISCUSSION ITEMS:

Mr. Parsley brought forth for First Reading NEOLA Vol. 28 No. 1 Policy, Guidelines and Forms Revisions for update. The majority of the changes are simply a matter of generalization or verbiage of a particular policy or guideline to reflect current law, or an addition to comply with law and/or our own policy. The following proposed changes/updates/rejects are posted on the VCSC website for review:

<u>POLICY #</u>	<u>CHANGE TYPE</u>	<u>COMMENTS</u>
0100	Revised	"Bylaws – Definitions"
1411	Rejected	"Administration – ...Protection of Whistle Blowers"
1422	Revised	"Administration – Nondiscrimination & EEO"
1521	New	"Administration – Background Checks"
1543	Revised	"Administration – Non-Renewal of Admin Contracts"
1662	Revised	"Administration – Anti-Harassment"
2221	Revised	"Program – Mandatory Curriculum"
2260	Revised	"Program – Nondiscrimination & Access to EEO"
2411	Revised	"Program – Guidance and Counseling"
2510	Revised	"Program – Adoption of Curricular Materials"

<u>POLICY #</u>	<u>CHANGE TYPE</u>	<u>COMMENTS</u>
2700	Revised	"Program – Annual Performance Report"
3120.06	Revised	"Prof Staff – Selecting Student Teachers....."
3121	Revised	"Prof Staff – Background Checks"
3122	Revised	"Prof Staff – Nondiscrimination & EEO"
3124	Revised	"Prof Staff – Employment Contracts"
3140	Revised	"Prof Staff – Resignation"
3141	New	"Prof Staff – Suspension of Teachers"
3142	Revised	"Prof Staff – Cancellation of a Teaching Contract"
3211	Rejected	"Prof Staff -Protection of Whistleblowers"
3220	Revised	"Prof Staff – Staff Evaluation"
3362	Revision	"Prof Staff – Anti-Harassment"
4121	Revision	"Support Staff – Background Checks"
4122	Revision	"Support Staff – Nondiscrimination & EEO"
4211	Rejected	"Support Staff - ...Protection of Whistleblowers"
4362	Revised	"Support Staff – Anti-Harassment"
5111	Revised	"Students -Legal Settlement & .. Enrollment..."
5112	Revised	"Students – Entrance Requirements"
5130	Revised	"Students – Withdrawal from School"
5200	Revised	"Students – Attendance"
5320	Revised	"Students – Immunization"
5460	Revised	"Students – Graduation Requirements"
5517	Revised	"Students – Anti-Harassment"
5530	Revised	"Students – Drug Prevention"
6152	Rejected	"Finances – Student Fees and Charges"
6520	Revised	"Finances – Payroll Deductions"
7300	Revised	"Property – Disposition of Real Property"
7310	Revised	"Property – Disposition of Surplus Property"
7510.01	Rejected	"Property – Use of Corporation Physical Fitness...."
8121	Revised	"Operations – Background Check – Contracted Svcs."
8330	Revised	"Operations – Student Records"
8400	New	"Operations – School Safety"
8420	Revised	"Operations – Emergency Preparedness Plans....."
8455	Revised	"Operations – Coach Training"
8470	New	"Operations – Registered Sex or Violent Offenders"
8500	Revised	"Operations – Food Services"
8600	Revised	"Operations – Transportation"
9160	Revised	"Operations – Public Attendance at School Events"

<u>ADMINISTRATIVE GUIDELINE</u>	<u>CHANGE TYPE</u>	<u>COMMENTS</u>
1422	Revised	"Administration – Nondiscrimination & EEO"
1422B	Rejected	"Administration – Complaint Procedures"
1662	Revised	"Administration – Anti-Harassment"
2221	New	"Program – Mandatory Curriculum"
2260	Revised	"Program – Nondiscrimination & Access to EEO"
2260B	Delete	"Program – Compliant Procedures for Nondisc....."
2260.01B	New	"Program – Section 504/ADA Compliant & Due...."
2510A	Revised	"Program – Selection of Basic Text Materials"
2510B	Rejected	"Program – Collection of Textbook Rental Fees"
2510B	Revised VCSC Policy	"Program – Collection of Textbook Rental Fees"
2510C	Rejected	"Program –Delinquent Student Textbook Rental Fees"
3122	Revised	"Prof Staff – Nondiscrimination & EEO"

ADMINISTRATIVE

<u>GUIDELINE</u>	<u>CHANGE TYPE</u>	<u>COMMENTS</u>
3122B	Delete	"Prof Staff – Complaint Procedures for Nondis...."
3141 to 3140	Rejected	"Prof Staff – Resignation"
3141	Rejected	"Prof Staff – Procedure for Suspension of Teachers"
3142	Rejected	"Prof Staff – Cancellation of Teacher Contracts"
3362	Revised	"Prof Staff – Anti-Harassment"
4122	Revised	"Support Staff – Nondiscrimination & EEO"
4122B	Delete	"Support Staff – Compliant Procedures for Nondis..."
4362	Revised	"Support Staff – Anti-Harassment"
5112A	Revised	"Students – Admission to Kindergarten"
5112C	Rejected	"Students – Appeal for Early Entrance to Kdgn/Gr 1"
5200	Revised	"Students – Student Attendance"
5320	Revised	"Students – Immunization of Students in School"
5460	Reject at this time	"Students – Graduation Requirements"
5460A	Revised	"Students – Graduation Examination"
5517	Revised	"Students – Anti-Harassment"
5517.01	Revised	"Students – Bullying"
8420	Revised	"Operations – Emergency Procedures"
8470	New	"Operations – Registered Sex or Violent Offenders...."

FORMS

<u>CHANGE TYPE</u>	<u>COMMENTS</u>	
2510 F1	Rejected	"Program – Textbook Selection"
8330 F9	Rejected	"Operations–Notification to Parents Student Records"
8330 F9a	Rejected	"Operations – Denial of Permission to Release"

DECISION ITEMS:

By unanimous vote, after proper Motion and Second, the board approved Mr. Parsley's recommendation for the Second and Final Reading of NEOLA's Vol. 27 No. 2 proposed revised policies, procedures, guidelines and forms. Again, the majority of these changes are to bring existing policies, procedures, guidelines and forms in agreement with state and federal laws, with the majority simply a matter of generalization of verbiage to reflect current law, current VCSC policy, or an addition to comply with the law.

Shown below are the proposed changes/updates/revisions/rejects. These proposed changes are posted on the VCSC website for review.

<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"

<u>POLICY #</u>	<u>CHANGE TYPE</u>	<u>COMMENTS</u>
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"
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"

ADMINISTRATIVE

<u>GUIDELINE</u>	<u>CHANGE TYPE</u>	<u>COMMENTS</u>
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"

FORMS

<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"

By unanimous vote, after proper Motion and Second, the board approved Mr. Parsley's request, on behalf of David Hill, LHS Assistant Principal, and his siblings, to cash in the remaining dollars of the *Robert M. Hill* Certificate of Deposit instead of renewing it. This CD was set up by the class of 1984 in memory of Bob Hill, a former LHS teacher and athletic director who passed away with an untimely death in July of 1983. The funds that remain, \$2,075.29, and with board approval, will go towards a new scoreboard at Hill Field, which is the VCSC baseball field and is also named after Mr. Bob Hill.

By unanimous vote, after proper Motion and Second, the board approved Mr. Parsley's request, on behalf of LHS and the Family & Consumer Science Department, to restructure their student activities account so larger types of purchases can be paid from this account. This account goes back to the days of Joy Holmes when she was teaching at LHS. The monies were to be used for club types of activities and at the time related to Home Economics.

At the present time there is \$5,387.74 in the account, and with it being an extracurricular account at the high school, our current FCS Teachers Mrs. Swain and Mrs. Combs cannot purchase larger types of items from the account unless it is used for clubs or club activity. There is little in the way of clubs or club activity for FCS at this time.

They will continue to use the account to give out an annual Joy Holmes Award, which they have done since Joy's retirement. Monies will continue to be receipted in for this purpose.

By unanimous vote, after proper Motion and Second, the board approved Mr. Parsley's request to sign the *Indiana School Secured Safety Grant* and to also execute the terms of the grant when the Indiana Department of Homeland Security gets the necessary documents to the VCSC. We were approved for the maximum amount of \$50,000, and as it is a matching grant, with the VCSC match of \$50,000 it becomes a \$100,000 commitment to school safety. Our \$50,000 match is budgeted for personnel (Officer Randy Rinehart) and for equipment. The monies received from the grant will be used to work with the Vincennes Police Department as they staff our buildings with personnel in the realm of School Resource Officers.

By unanimous vote, after proper Motion and Second, the board approved Mr. Parsley's recommendation to appoint the architect firm of Myszak & Palmer as the architect for the VCSC. This becomes the first step and appointment as the VCSC moves into the elementary project and the possible remodel and refurbish. Myszak & Palmer completed the feasibility/assessment study of the VCSC elementary schools and the satisfaction derived from this study leads to the decision to make the appointment.

The next phase will be a partnership as VCSC officials and the firm of Myszak & Palmer will begin to draft a RFP (Request for Proposals) to begin looking at the hiring of a construction manager. Once this is in place, the 1028 Hearing will take place. In terms of a timeline, it is hopeful that the construction manager appointment will come to the board in January, with the 1028 Hearing coming at some point late in February or early March.

By unanimous vote, after proper Motion and Second, the board approved Mr. Parsley's request to run a second claims docket to pay claims and bills between the December and January board meetings.

By unanimous vote, after proper Motion and Second, the board approved Mr. Parsley's request to transfer funds from accounts to keep all funds in the "black" to close out the 2015 calendar year.

All board members extended their congratulations to Mrs. VanMeter and the IREAD "Perfect Score" students. They thanked Mrs. Marchino for hosting the meeting and for her students' club activities presentation. They also welcomed Tayler Weiling and all other new hires, as well as the I-Coaches.

There being no further business, and after proper Motion and Second, the meeting was adjourned at 7:32 p.m.

Patrick P. Hutchison, President

Barbara L. Toole, Secretary