

June 20, 2016

The regular monthly meeting of the Board of School Trustees of the Vincennes Community School Corporation was held on Monday, June 20, 2016, at 8:01 a.m. in the Administration Board Room. Those present were President Karla Smith, Vice President Barbara Toole, Secretary Lynne Bobe, Treasurer Aaron Bauer, Member Pat Hutchison and Superintendent Greg Parsley.

Karla Smith brought the meeting to order and led the audience in the Pledge of Allegiance to the American Flag. She then asked if anyone in the audience wanted to address the board with any questions or concerns. There being none, the meeting continued.

To give an update on the VCSC Elementary Renovation Project, Lance Gassert of Garmong Construction, representing part of the VCSC Construction Management Team, was given the floor. He first introduced Mr. Chris Roberts, who is the Full-time Superintendent of the four sites and could be seen at any one of the sites. He is the person to go to if interested in a tour of the facilities.

Mr. Gassert stated that the site work package at Tecumseh-Harrison Elementary is well under way; excavation is complete and the curbing is in. He stated this week they would be getting the stone in and sidewalks and other walkways poured; the windows have been ordered and should be installed in mid-July; roof replacement would take place in August.

With regard to Riley Elementary, Mr. Gassert advised that the inside of the building has been demolished and today they are conducting "air testing monitoring" to be sure all hazardous items have been removed. Starting this week the "insides" would be put back in, then next week the electrical and HVAC systems would be installed and everything is on schedule at that location.

Mr. Gassert stated that at Vigo Elementary the mass excavation is complete and they are starting to put the stone back; curbing will be done next week, and they are still on schedule here.

At Franklin Elementary Mr. Gassert advised that mass excavation is still ongoing and everything is still on schedule for this site.

Mr. Roberts stated everything was going well at all the sites and encouraged anyone who wanted a tour to let him know. He advised that he had some great guys to work with and extended his thanks to VCSC and the work crews.

Gretchen Bruner, Fine Arts Chairperson for VCSC, was announced to let everyone know what the CMS/LHS/VCSC Elementary "Onstage Theater" had in store for the 2016-2017 school year. Mrs. Bruner first wanted to extend her thanks the board for supporting the theater department and to the corporation for allowing them to do what they like to do. She stated that with so many cuts in corporations she gave thanks to ours for not cutting their department and giving the department their support to allow them to grow.

Mrs. Bruner stated that she is excited about the upcoming season and is very excited that with the board's approval later in the meeting, she is hoping to have Phillip Walthall as the LHS Fall Co-Director. She stated Mr. Walthall will be a tremendous source with his artistic assistance.

She stated this year's theme is "Adventure and Magic Await You" and she is proud to announce the first production to open would be at CMS with the Musical "Annie" in November. In December, the LHS Drama will be "The Lion, The Witch, and The Wardrobe", the first of C.S. Lewis' *Chronicles of Narnia*. Then in April, LHS will put on the Musical "Into the Woods", which has just come off Broadway again and is a journey retelling of the many original stories based on the *Brothers Grimm* fairy tales. Then the OnStage production for Summer 2017 will conclude the season with the production of "The Lion King Experience, Kids", an adaptation of the Disney hit "The Lion King".

Mrs. Bruner extended an invitation to the board and to everyone present to attend these wonderful performances by our talented VCSC students.

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 May 23, 2016 Meeting
- B. Claims 26286 – 26492
- C. Financial Statements
- D. Personnel

**Resignations:**

Gina Michelle Kerns	Tec-Harr Grade 1 Teacher – eff 5/30/16
Christa Lea Buchhorn	LHS KCSEC Life Skills Teacher – eff 6/1/16
Kristen LeAnne Murphy	Franklin Grade 5 Teacher – eff 6/7/16
Blair A. Grant	Tec-Harr Special Ed Teacher – eff 6/15/16
Kimberly Rae Anthis	LHS School Nurse – eff end of 2015-2016 SY
Cassadie M. Sloan	CMS Grade 8 Special Ed Aide – eff 5/25/16
Mary Elaine Small	Franklin KCSEC Life Skills Aide – eff 5/25/16
Kiera L. McCarter	Franklin K-5 KCSEC Life Skills Aide – eff 5/25/16
Jennifer Vickers	Tec-Harr eCoach – eff 6/3/16
Nickolas Meeks	LHS Strength Coach – eff 5/25/16
Noble Boger	LHS Boys' Assistant Soccer Coach – eff 5/25/16
Cody Trueblood	LHS Boys' Varsity Basketball 1 <sup>st</sup> Asst. – eff 5/25/16
Jared M. Blue	LHS Boys' Varsity Basketball Asst coach – eff 5/25/16
Graham Purcell	CMS Boys' Head Soccer Coach – eff 5/25/16
Zachary M. Lane	CMS 8 <sup>th</sup> Grade Boys' Head Bsktball Coach – eff 5/25/16

**Non-Renewal of Contract:**

Daphne Nicole "Niki" Holland	Franklin/Riley K-5 Special Ed Resource Teacher
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**Terminations:**

Christie R. Schaeffer	Franklin Media Aide – eff 5/25/16
Harold "Wayne" Peach	Transportation Bus Driver – eff 5/25/16

**Transfers – Effective 2016-2017 School Year:**

David M. Hill	LHS Asst Principal to VCSC Assessment, State Reporting, and Technology Facilitator, 201 to 211 days – eff 7/1/16
Caitlin Cecilia Beaman	Frank Kdgn Tchr to Frank KCSEC Life Skills Tchr – to replace C. Jones
Christina Marie Lange	Frank Grade 2 Tchr to Vigo Title 1 Lead Teacher – to replace M. Ravellette
Jennifer Vickers	Tec-Harr Gr 4 Tchr to CMS School Counselor – to replace J. Lopez

Wendy L. Mullins

Tec-Harr Title 1 Acad. Splclst to Tec-Harr Grade 1  
Teacher to replace G. Kerns

**Recommendations – Effective 2016-2017 School Year:**

**(All are Contingent upon receipt of Required Documentation and/or License Materials, and Clear Expanded Background Security Check)**

Joshua Thompson	Hire Date Retroactive to 6/1/16
Joshua Thompson	LHS Asst Principal, 201-Day Contract – to replace D. Hill
Jason E. Bradburn	CMS Gr 6 Science Teacher – to replace E. Meyer
Breanne Clark	VCSC Preschool Teacher
Amanda S. Salters	Vigo Kindergarten Teacher – to replace J. Harker
Sabrina Renee McGill	Vigo Kindergarten Teacher – to replace L. Rutherford
Amy Michelle Stoelting	Vigo Grade 4 Teacher – to replace M. Dreiman
Laura L. Bird	Tec-Harr Grade 4 Teacher – to replace J. Vickers
Jennifer Lynn Greentree	Franklin Grade 2 Teacher – to replace C. Lange
Macey Michelle Shoulders	Franklin Kindergarten Teacher – to replace C. Beaman
Nicholas A. Combs	VCSC Elementary Success Academy Teacher
Mary Jo Washington	Vigo Kindergarten Aide – to replace M. Balvich
Anissa “Ann” Lynn Newell	Vigo Special Ed Aide – to replace S. Schaefer
Lyndsay M. Robbins	Franklin KCSEC Life Skills Aide – to replace K. McCarter
Patrick J. Schutz	VCSC Special Ed Bus Driver – to replace H. W. Peach
Phillip Marshall Walthall	LHS Fall Play Co-Director
Jared M. Blue	LHS Boys’ Varsity Bsktball 1 <sup>st</sup> Asst Coach – to replace C. Trueblood
Zachary M. Lane	LHS Boys’ Varsity Basketball Asst. Coach – to replace J. Blue
Derek A. Daniels	LHS Boys’ Soccer Asst Coach – to replace N. Boger
Scott K. Soderling	CMS Boys’ Soccer Coach – to replace G. Purcell
Stephen H. Brett	LHS Volunteer Varsity Boys’ Basketball Assistant Coach
John Logan Witshork	LHS Volunteer Boys’ Soccer Assistant Coach
William J. Marsh	Summer Band Duties - \$8,420.00
Garrett S. Coffey	Summer Band Duties - \$5,423.00

The following individuals will be “*Pride of the Green*” Color Guard & Marching Band Techs Staff Members for the 2016-2017 season and will be paid by the Band Boosters:

Aaron J. Kelly  
Michael Keyes (Brankle)  
Emily A. Bono  
Olivia M. Delp

**Leaves:**

Morgan L.W. Kitzman                      Riley Grade 1 Teacher requests Maternity Leave from  
8/3/2016 through 9/16/2016

All other Leave Requests were approved as submitted.

**E. Administrators and Non-Certified Raises**

Approved by the board was a 3% increase for the classified (non-certified) staff for the 2016-2017 school year, as well as a revised *Salary Schedule* reflecting that increase. It was also approved for Treasurer Debbie Groves to receive her increase as a one-time payment to her HSA.

Also approved by the board was a 2% increase for all administrators, with the exception of Barry Stone, whose salary will remain unchanged, as well as the following employees:

Jon Heiden  
 Tim Salters  
 Suzanne Corrona

James "Lee" Baker  
 James "Brian" Deckard

Also, the additional 10 days outside the 2016-2017 school year for David Hill will be used at Mr. Hill's discretion depending on the timeframe of DOE reporting and assessment requirements.

F. Donations + Grant & Competition Awards

Target <sup>TM</sup> &©	\$58.39	Monies earned from <i>Take Charge of Education</i> from supporters of our community – 1% of purchases to the school they designate. Money will be used for CMS Student Activities.
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The following businesses and individuals made the indicated Donations to the VCSC *Alice eLearning Conference* held on June 13 and 14, 2016, and hosted by VCSC and North Knox School Corporation:

MARRIOTT TOWNEPLACE AND SUITES/ GILBERTS	\$300.00
CDW-G	PRODUCT
EDMENTUM	\$250.00 AND PRODUCT
AME	\$500.00
MAX CASES	\$1000 IN PRODUCT
FRANKLIN ELEMENTARY PTO	\$150
RILEY PTO	PRODUCT/SERVICES
TECUMSEH HARRISON PTO	\$150
VIGO ELEMENTARY PTO	\$150
CLARK MIDDLE SCHOOL	\$150
LINCOLN HIGHSCHOOL	\$150
NORTH KNOX PRIMARY PTO	\$150
WARRIOR BOOSTERS CLUB	\$150
NORTH KNOX INTERMEDIATE PTO	\$150
MYSAK AND PALMER	\$100
FRENCH LICK CVB	PRODUCT
BOICE	\$150
MCDONALD'S	PRODUCT
LYDIA'S FLOWERS & GIFTS	PRODUCT
HALTER'S MARKET	PRODUCT
BOBE'S PIZZA	PRODUCT
POP AROUND THE CLOCK	PRODUCT AND SERVICES
WILLIE'S PUB	PRODUCT (TACOS)
VALLEY DISTRIBUTING	PRODUCT (BALLOONS)
COVERT INQUIRIES	\$150 BREAKFAST
PHIL CORRONA	\$150 BREAKFAST
RICK LANG	SERVICES (PHOTOGRAPHY)
PATINS	PRODUCT
VINCENNES PARKS & RECREATION/ RAINBOW BEACH	PRODUCT
MONTANA MIKE'S	\$100 in GIFT CERTIFICATES

## G. Fundraiser Requests

LHS Tri-M Club requests permission to conduct a *Car Wash* on Saturday, July 30, 2016, at Memering Motorplex. All proceeds will go back to the community by donating to each of the four elementary music programs.

Greg Parsley then advised the board that there were several new hires in the audience tonight and he asked that the principals introduce the ones for their building.

Jono Connor, Principal at Tecumseh-Harrison Elementary School, introduced Nicholas "Nick" Combs, who will be the new Elementary Success Academy Teacher; Wendy Mullins, who will be either a Grade 1 or Grade 2 Teacher, moving from the Title 1 Academic Specialist position; and Laura Bird, to the Grade 4 Teacher position vacated by Jennifer Vickers.

Susan Marchino, in absence of Melissa Pancake, Principal of Franklin Elementary School, introduced Macey Shoulders as the new Kindergarten Teacher.

Kelley McCarty, Principal of Vigo Elementary School, introduced Dr. Chrissy Lange, who comes to Vigo as the Title 1 Lead Teacher from Franklin Elementary as a 2<sup>nd</sup> grade teacher; Brienne Clark will be the new VCSC Preschool Teacher; new Kindergarten Teachers are Amanda Salters and returning teacher Sabrina McGill; and the new 4<sup>th</sup> grade teacher will be Amy Stoelting.

Ryan Clark, Principal of Clark Middle School, introduced Jason Bradburn as the new 6<sup>th</sup> grade Science Teacher on the Explorer Team; and the absent Jennifer Vickers as the new Clark Middle School Counselor.

Mr. Parsley welcomed all the new hires to VCSC.

### **DISCUSSION ITEMS:**

There were no Discussion Items for this meeting.

### **DECISION ITEMS:**

By a unanimous 5-0 vote, after proper Motion and Second, the board approved Mr. Parsley's request for permission, on behalf of Barry Stone, to submit both the Title 1 Part A and the Title 1 Part D Grant applications when they become available from the state. Although the IDOE has not yet released the dollar amounts, our applications will be due by July 1<sup>st</sup>. Our applications will be similar to what we have submitted in the past. The Part A Grant application will include budgeted amounts for the four VCSC elementary schools, as well as Flaget, Rivet and Cornerstone. Our Part D application will include budgeted amounts for the Southwest Indiana Regional Youth Village.

By unanimous 5-0 vote, upon proper Motion and Second, the board approved Director of Special Education Sheryl Schaefer-Jones' recommendation for the 2016-2017 *Joint Service & Supply Budget*. As the VCSC is the LEA for the Knox County Special Education Cooperative, the VCSC Board must approve her budget. The KCSEC is comprised of VCSC, North Knox and South Knox School Corporations. Mrs. Schaefer-Jones advised that this budget totals \$971,770.00, with VCSC's share being \$496,671.65, an increase of \$33,792.47 over this year.

By unanimous 5-0 vote, after proper Motion and Second, the board approved Mr. Parsley's request to reappoint Sodexo as the Food Service Provider for the VCSC. Even though VCSC approved a 5-Year contract with Sodexo last year, the IDOE requires schools that outsource their food service to approve yearly reappointments.

By a 4-0 vote, with Karla Smith abstaining as she is a member of First Christian Church, after proper Motion and Second, the board approved the Lease Agreements regarding the VCSC Elementary Renovations and the following entities providing a facility for VCSC Elementary students while the elementary schools are being remodeled:

Washington Christian Center – 2134 Washington Avenue, Vincennes IN 47591

Free Methodist Church – 1423 N. 4<sup>th</sup> Street, Vincennes IN 47591

Community United Methodist Church – 1548 S. Hart Street Road, Vincennes IN 47591

Mr. Parsley advised that countless hours have been spent with these three churches, and a meeting of all three churches was held a couple of weeks ago. He reported this meeting lasted approximately three hours, but was a very good meeting. Our attorney, Andrew Porter, had requested the meeting for full transparency and to be sure we had the Lease Agreements they would need.

With regard to the agreements, Mr. Parsley stated that Susan Marchino and Brooke Newton of Riley Elementary spent countless hours with policies and procedures and all three churches were most impressed that Mrs. Marchino had gone the length she had, with the various plans – plans A, B, C and D.

Mr. Parsley stated VCSC has met with the Executive Boards of First Christian Church (with regard to WCC) and Free Methodist Church. They have not met with the Board of Community United Methodist Church as Tony Burkhart and Bryan Bible both felt very strongly that they (the Board) were fine with that.

These Lease Agreements are almost identical in nature, and by entering into each lease the three churches will serve as alternative locations for displaced VCSC students and staff during the ongoing renovations. While there is no per se rental payment being made under each lease, each entity is being compensated for the increased utility expenses caused by VCSC's occupancy. Terms of the leases will remain active throughout the renovation process with each lease subject to renewal provisions after the different phases.

Copies of each lease will be available for public inspection at 1423 N. 4<sup>th</sup> Street, Vincennes IN 47591.

In addition, and to the matter of disclosure and transparency, Mr. Parsley stated he also is a member of First Christian Church.

By unanimous 5-0 vote, after proper Motion and Second, the board approved Mr. Parsley's request of the following *Resolution – Minimum Standards for Internal Controls* as it pertains to Internal Controls for the VCSC. This is a new requirement passed by the Indiana General Assembly and being mandated by the Indiana State Board of Accounts. With this resolution, the VCSC has met the minimum required by law, which included the viewing of a webinar by those employees that handle money, and the signing of a certificate so indicating.

**RESOLUTION TO ADOPT THE MINIMUM STANDARDS FOR  
INTERNAL CONTROLS  
VINCENNES COMMUNITY SCHOOL CORPORATION  
BOARD OF SCHOOL TRUSTEES**

RESOLUTION by the Vincennes Community School Corporation, Board of Trustees, Knox County, State of Indiana, to adopt the minimum standards for Internal Controls.

BE IT RESOLVED that the Vincennes Community School Corporation's Board of School Trustees has adopted the minimum internal control standards as detailed in the "UNIFORM INTERNAL CONTROL STANDARDS FOR INDIANA POLITICAL SUBDIVISIONS" manual.

BE IT RESOLVED the appropriate school personnel have received training on the minimum standards and procedures adopted by the School Board. The training has been completed by the appropriate personnel certifying in writing they have seen the webinar provided on the State Board of Accounts Website titled "Internal Controls", AND all future appropriate school personnel will be required to certify the same within 30 days of hire.

Adopted this 20<sup>th</sup> day of June, 2016.

VINCENNES COMMUNITY SCHOOL CORPORATION  
Board of School Trustees

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Karla A. Smith, President

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Barbara L. Toole, Vice President

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Lynn M. Bobe, Secretary

ATTEST \_\_\_\_\_  
Secretary, Board of School Trustees  
Vincennes Community School Corporation

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Aaron M. Bauer, Treasurer

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Patrick P. Hutchison, Member

By unanimous 5-0 vote, after proper Motion and Second, the board approved Mr. Parsley's request of the following *Resolution – Materiality Threshold*, also a new mandate from the Indiana General Assembly and the Indiana State Board of Accounts. Under this threshold the VCSC will be required to submit to the State Board of Accounts anything in funds being shorted that results to over \$5,000 in nature. It should be noted that this is a variance and is likely the result of human error and we simply have to notify the State Board of Accounts and provide a corrective action plan. It should be noted that this is not a substitute or compliment to the intentional misuse of funds, as in this case the State Board of Accounts is already notified, along with local law enforcement, and this includes extra-curricular accounts/funds.

**RESOLUTION TO ADOPT MATERIALITY THRESHOLD  
VINCENNES COMMUNITY SCHOOL CORPORATION  
BOARD OF SCHOOL TRUSTEES**

RESOLUTION by the Vincennes Community School Corporation, Board of Trustees, Knox County, State of Indiana, to adopt a materiality threshold.

BE IT RESOLVED that the Vincennes Community School Corporation's Board of School Trustees has adopted the MATERIALITY THRESHOLD OF \$5,000.00 for any loss or shortage of school funds or assets. If a variance is discovered corrective action will take place to correct the issue. If a variance is discovered over \$5,000.00 it will be reported to the State Board of Accounts per their instructions.

BE IT RESOLVED that all instances of misappropriation (intentional personal misuse) of Vincennes Community School Corporation's funds or assets will be reported to the State Board of Accounts. A Materiality Threshold does not apply in these cases.

Adopted this 20<sup>th</sup> day of June, 2016.

VINCENNES COMMUNITY SCHOOL CORPORATION  
Board of School Trustees

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Karla A. Smith, President

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Barbara L. Toole, Vice President

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Lynn M. Bobe, Secretary

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Aaron M. Bauer, Treasurer

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Patrick P. Hutchison, Member

ATTEST \_\_\_\_\_  
Secretary, Board of School Trustees  
Vincennes Community School Corporation

**OTHER BUSINESS:**

There was no Other Business for this meeting.

All board members and Greg Parsley gave a hearty welcome and good luck to our new hires and to those that are moving to other positions. They stated it was good to see alumni coming back to Vincennes to carry on the great tradition of educating the children in our community. A welcome was also extended to those that are moving in from out of town and joining our great educational system.

Members expressed their excitement while driving through town and seeing all the changes taking place at the elementary buildings. They have encouraged people on Facebook to check out our website to see what is going on.



Pat Hutchison extended a big “thank you” to Susan Marchino and Brooke Newton in all their hard work in getting the lease agreement plans together. He also thanked the churches for stepping up to help VCSC is housing our students while renovations taking place.

Barb Toole issued congratulations to our golf team for making it to the state finals, as well as a couple of students making it to the track finals. With regards to the renovations, she stated she knows there have been changes at Franklin as around her house it was frequently commented, “the 8 foot goals are gone”.

Greg Parsley stated that Tim Salters has been a big help in working on the website and with Suzanne Corrora keeping everyone advised and between them and their group they are constantly updating the website, so there shouldn’t be anyone out there that doesn’t know what is going on. He stated that as we get closer to school opening we will be working more with the parents and helping them when and however we can.

Mr. Parsley also thanked Mrs. Bruner on her enthusiasm and the great upcoming theater season for 2016-2017. Not only is it a great opportunity for her, it is a great opportunity for the students to get the theater and fine arts exposure through our programs.

Mr. Parsley also wanted to state that he had a much longer dialogue in his Press Release but he wanted everyone to know that one of the positions the board approved today was that of the hiring of a volunteer assistant basketball coach to work with Coach Thompson. He said Steve Brett is returning to us after working at VCSC for six years under Coach Wyman and then 37 years as head basketball coach at various locations. He thinks Steve has gotten bored the last two years of his retirement and now wants to be a volunteer assistant with Coach Thompson.

There being no further business, and by unanimous 5-0 vote, after proper Motion and Second, the meeting was adjourned at 8:29 a.m.

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Karla A. Smith, President

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Lynne M. Bobe, Secretary