

September 19, 2016

The regular monthly meeting of the Board of School Trustees of the Vincennes Community School Corporation was held on Monday, September 19, 2016, at 7:00 p.m. in the Administration Board Room. Those present were President Karla Smith, Vice President Barb Toole, Secretary Lynne Bobe, Treasurer Aaron Bauer, Member Pat Hutchison and Superintendent Gregory Parsley.

Mrs. Smith called 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 wished to address the Board. Being none, the meeting continued.

Project Manager Chris Roberts of Garmong Construction, Inc. gave a brief update on the progress of the four elementary schools. Chris reported that the window replacement at Tecumseh-Harrison is now complete and they will begin the interior door work today. Vectren will be completing the moving of the gas lines so they can continue the work on Eberwine Street. Roofing will begin on Thursday on the Sacred Heart building, and the exterior painting is approximately 80% complete.

At Vigo Elementary, Chris reported the concrete curbs for the bus lane are finished, with paving to start next week and exterior painting to be done over Fall Break. At Riley Elementary the interior painting will be complete this week, and ceiling grid work continues, as well as interior electricity and sinks, etc. At Franklin Elementary the windows are complete and they will finish up the exterior doors this week. Paving of the bus lanes and parking lot will be done over Fall Break.

Greg Parsley extended his thanks to Chris and his crew for the job being done at Riley. There has been input from the teachers on choice of interior painting in classrooms, as well as the tile work. They were able to do a tour of the building last week and they are all very excited. Furniture for the building has gone out to bid, also with input from teachers.

Greg Parsley opened the Public Hearing for the 2017 School Corporation Budget, the 2017-2019 Capital Projects Fund and the 2017-2028 Bus Replacement Plan. The Budget being presented is as follows:

<u>FUND</u>	<u>BUDGET ESTIMATE</u>	<u>MAXIMUM EST. FUNDS</u>	<u>TAX RATE</u>
General	\$19,950,567		
Debt Service	\$ 4,721,205	\$ 4,995,578	0.7993
Retirement/Severance	\$ 234,672	\$ 349,413	0.0559
Capital Projects	\$ 3,277,111	\$ 4,759,448	0.7615
Transportation	\$ 1,593,790	\$ 2,163,478	0.3462
Bus Replacement	\$ 555,000	\$ 615,044	0.0984
Rainy Day	\$ 2,500,000		
TOTALS	\$32,832,345	\$12,882,961	2.0613

As the 2017 Tax Rate is being advertised at an exorbitantly high number, the following indicates what a more realistic tax rate or schedule will likely look like:

REALISTIC TAX RATE FOR FUNDS

<u>FUND</u>	<u>TAX RATE</u>
Debt Fund	0.8000
Pension Fund	Neutralized
Capital Projects Fund	0.27
Transportation Fund	0.165
Bus Replacement Fund	0.0185
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TOTAL	1.2535

There being no questions, concerns or comments on this budget, the Public Hearing was then closed. Mr. Parsley advised he would bring the budget to the October meeting for final adoption by the Board.

LHS Principal Steve Combs was then recognized and he announced that the *Employee of the Month* for LHS is School Counselor *Erika Shepard*. Mr. Combs stated that Erika has been with VCSC since the 2007-2008 school year, starting out as an at-risk counselor then moving to the counseling office in 2008. Erika is the upper grades counselor and also serves as the Early College Coordinator. He also advised that Erika always has snacks in her office.

Mr. Combs reported that some of the comments received from staff and students indicate Erika always has a smiling face, making their day better, and has a positive attitude. She is always willing to help anyone in any way she can. Erika is very enthusiastic in her job, excels in her work and is a great asset to both staff and students. Mr. Combs stated he is proud to have Erika at LHS and at VCSC.

Mrs. Shepard stated she loved her job and the team she works with makes her job easier. She thanked everyone for this honor.

Vigo Elementary Principal Kelley McCarty then announced that *Christina "Chris" Wolak* had been selected as the *Employee of the Month* from their building. She stated that Chris has been with us for eight (8) years and is primarily an aide in the kindergarten classrooms, but she also helps out in the office and nurse's office when needed. She supervises the K-1 classes during lunch, and is a "jack of all trades" by helping out when and where needed.

Mrs. McCarty stated that some of the comments made by staff were that Chris goes out of her way to help teachers and students, is very professional and is a team player. Other comments were that Chris is reliable and has a positive attitude.

Mrs. Wolak thanked everyone for this honor, stating she works with an amazing team at Vigo.

By unanimous 5-0 vote, upon proper Motion and Second, the following Consent Agenda items were approved as recommended by Greg Parsley:

- A. Minutes of August 22, 2016 Meeting
- B. Claims 26920 – 27101
- C. Financial Statements

D. Personnel

Resignations:

Annette Davidson CMS Grade 6 Special Ed Aide – eff 9/6/16
Kyle Tucker CMS Grade 7 Boys Basketball Coach

Transfers:

Phil Corrora CMS Grade 6 Boys Basketball Coach to CMS Grade 7
Boys Basketball Coach

Recommendations:

Cora Ann Driskill * Riley Gr 3 Classroom Aide—eff 9/6/16 – replace A. Hinds
Stacey M. Bickel * Franklin Gr 1 Clasrm Aide—eff 9/6/16—replace S. Gersbacher
Frances Clare Stoops * CMS Gr 6 Special Ed Aide – eff 10/3/16 – replace A. Davidson
Barry L. Stone CMS Grade 6 Boys Basketball Coach – replace P. Corrora
Phil Corrora CMS Grade 7 Boys Basketball Coach – replace K. Tucker
J.J. Howald * CMS Grade 8 Boys Basketball Coach – replace Z. Lane

Braeden Field * CMS Volunteer Football Assistant Coach
Braeden Field * CMS Volunteer Gr 6 Boys Basketball Assistant
Micah Bullock * CMS Volunteer Grade 8 Boys Basketball Assistant

- Contingent upon receipt of all required documentation

Leaves:

Heather M. Kirchoff Tecumseh-Harrison Kindergarten Teacher requests Medical
Leave of Absence from beginning of school (8/3/16) until
released by doctor. Next appointment 9/22/16.

Caitlin C. Beaman Franklin Special Ed Life Skills Teacher requests Medical
Leave of Absence from 8/16/16 until 9/6/16, at which time
she was restricted to work from 7:00 a.m. to 12:00 noon only,
then to full day effective 9/12/16.

Jeanne M. Heiden CMS Student Services Coordinator requests Maternity Leave
from approximately 2/25/17 to approximately 4/8/17, then
Medical Leave through end of second semester, 5/25/17

Hannah J. Schickel Franklin Kindergarten Teacher requests Maternity Leave from
approximately 3/23/17 to approximately 5/5/16, then Medical
Leave through end of second semester, 5/25/17.

All other Leave Requests were approved as submitted

E. Director of Special Education Contract

Contract for Director of Special Education Sheryl Schaefer-Jones was extended for two years, as well as a 3% increase in salary. The increase will be paid from KCSEC grant and is retroactive beginning the 2016-2017 school year. All three Knox County Superintendents approved this recommendation.

F. Fundraiser Requests

Franklin Elementary School PTO requests permission to conduct the following fundraisers during the 2016-2017 school year. All proceeds from these events will go toward the purchase of teacher supplies, student incentives and school celebrations:

<i>"My School Bucks"</i>	All through the school year
<i>"Franklin Smencil Cart"</i>	Every Friday morning before school
<i>"Casey Pizza Nights"</i>	Third Monday of every Month
<i>"Franklin Holigrams"</i>	Monthly and/or Holidays

LHS Community Service Class is requesting permission to conduct "*Vincennes Lincoln Decorative Pallet Sales*" on dates to be determined during this school year. Students will collect free pallets and paint them for sale. Proceeds will be used for needs that arise in their school and in the community.

CMS Cheerleaders request permission to conduct a "*Cheer Clinic*" on Saturday, September 24, 2016. Participants will then perform their learned skills at a game on Tuesday, September 27, 2016. All proceeds realized will be used to help offset uniform costs.

LHS Community Service Class requests permission to conduct a "*Sav-a-Lot Bake Sale*" on Saturday and Sunday, October 1 and 2, 2016. All proceeds will be used to fund class projects.

Franklin PTO requests permission to hold their annual "*Franklin Chili Supper*" on Saturday, November 5, 2016. Proceeds will be used to purchase teacher supplies, student incentives and school celebrations.

Jennifer Kiel, Riley Art Teacher, is requesting permission to again conduct the "*Art to Remember Keepsake Program*" from March 28 through April 7, 2017 at Riley Elementary School. This is a program that lets students create an art project and then parents can purchase the items with their child's picture. All proceeds will be used to purchase needed supplies for the Art Room at Riley Elementary School.

G. Use of Facilities Requests

The LHS FCA Huddle is requesting permission to use Inman Field on Wednesday, October 26, 2016, from 6:00 to 9:00 p.m. to hold a "*Knox County Fields of Faith*", which is a student-to-student ministry, event in conjunction with VCSC, North and South Knox students.

The Vincennes Basketball Association requests permission to use the Gymnasium and Concession areas at Lincoln High School, Clark Middle School and Adams Coliseum from 7:00 a.m. to 9:00 p.m. Saturday and Sunday, February 18 and 19, 2017. This is for the annual Boys *IBA Basketball Tournament*. Proceeds from this event will be used to fund the Boys & Girls Basketball Programs for Vincennes Community School Corporation.

The Vincennes Athletic Booster Club requests permission to use the Gymnasium, Locker and Concession areas at Lincoln High School and Clark Middle School from 8:00 a.m. to 8:00 p.m. Saturday and Sunday, February 25 and 26, 2017, for the annual "*Girl's IBA Basketball Tournament*".

WIN Energy REMC requests permission to use the Auditorium and the Cafeteria at Lincoln High School on Saturday, April 1, 2017, from 9:00 a.m. to 4:00 p.m. for their annual meeting of Members.

The American Cancer Society requests permission to use the Upper and Lower Gymnasiums, Concession Stands, and Gymnasium Entrance Area at Lincoln High School on Saturday, May 20, 2017, from 6:00 a.m. to 1:00 a.m. Sunday, May 21, 2017. They also request "set-up" time from 8:00 a.m. to 8:00 p.m. on Friday, May 19, 2017. This will be the site for the annual "*Relay for Life of Knox County*".

DISCUSSION ITEMS:

Greg Parsley presented for *First Reading* the proposed new policies, and revisions/updates of current policies, guidelines and forms as recommended by NEOLA. These updates include those new "*EDGAR*" (Education Department General Administrative Regulations) *Collection (Indiana)*, as well as NEOLA *Volume 28, No.2* updates.

All proposed updates are to bring our policies and guidelines current based on new laws and changes in wording of existing laws. Following is a brief synopsis of these revisions/updates:

<u>POLICY #</u>	<u>CHANGE TYPE</u>	<u>COMMENTS</u>
0141.1	DELETE	Bylaws "Student Body Representatives" – Not applicable to VCSC
0142.4	DELETE	Bylaws "Board Member Leave of Absence – Military" – Not applicable to VCSC
0144.3	Revision	Bylaws "Conflict of Interest", form to State Board of Accounts
1130	Revision	Administration "Conflict of Interest", to include corporation employees and agents
3113	Revision	Professional Staff "Conflict of Interest" - same as above
4113	Revision	Support Staff "Conflict of Interest" – same as above
6110	Revision	Finances – "Grant Funds" – to include internal controls
6111	New	Finances – "Internal Control Standards & Procedures"
6112	New	Finances – "Cash Management of Grants"
6114	New	Finances – "Cost Principles – Spending Federal Funds"
6116	New	Finances – "Time and Effort Reporting"
6320	Revised	Finances – "Purchasing" – to establish levels of purchasing
6325	New	Finances – "Procurement – Federal Grants/Funds"
6460	Revised	Finances – "Conflicts of Interest and Vendor Relations"
6550	REJECT	Finances – "Travel Payment & Reimbursement" – Not Applicable to VCSC
7300	Revision	Property – "Disposition of Real Property" – To differentiate those purchased with federal funds
7310	Revision	Property—"Disposition of Surplus Property"—same as above
7450	Revision	Property – "Property Inventory" – to include G.A.A.P. requirements
8500	REJECT	Operations – "Food Services" – submitted in May 2016

The following proposed revisions are those policies and guidelines needing change in verbiage to bring current to comply with state and/or federal laws.

0120	Revision	Bylaws – "Powers and Philosophy" – title change
2271	Revision	Program – "College and University Programs" – to reflect state law concerning "Dual Credit"
2421	Revision	Program – "Career and Technical Education Program" – same as above
2510	Revision	Program – "Adoption of Curricular Materials" – to reflect change in IDOE's procedures
5200	Revision	Students – "Attendance" – to reflect current VCSC Policy
5460	Revision	Students – "Graduation Requirements" – to reflect change in IDOE and VCSC policies
5461	New	Students – "Credit for Courses Completed Before Students Enter Grade 9"—to reflect IDOE and VCSC policies
5540	Revised	Students – "The Schools and Governmental Agencies" – to reflect change for when student questioned by authorities on VCSC property
5840	Revised	Students – "Organizations and Criminal Organization Activity" – Title change
6111	Revised	Finances – "Internal Control Standards and Procedures" – to include Federal grants and Awards
6152	New	Finances – "Student Fees and Charges" – to include policy to refund fees when applicable
8510	REJECT	Operations – "Wellness" – submitted in May 2016
8531	Revised	Operations – "Free and Reduced Price Meals" – to bring current with state and federal law

8540	Revised	Operations – “Vending Machines” – to conform to state law
8606	New	Operations – “Bus Drivers and Cellular Telephone Use” – to bring current to state law

ADMINISTRATIVE GUIDELINES:

<u>GUIDELINE #</u>	<u>ACTION</u>	<u>COMMENTS</u>
2260F	REJECT	Program – “Office Of English Learning and Migrant Education” – not applicable to VCSC
3421	Revised	Professional Staff – “Federal Group Health Continuation (COBRA)” – to bring current to federal law
4421	Revised	Support Staff – “Federal Group Health Continuation (COBRA)” – same as above
5460	Revised	Students – “Graduation Requirements” – to bring current to state law and VCSC policies
5540A	Revised	Students – “Relationship With Governmental Agencies” – to bring current with state law and VCSC policies
5840A	DELETE	Students – “Youth Gangs” – per state law
5840B	DELETE	Students – “Response to Gang-Related Incidents and/or Suspicion of Gang Involvement” – per state law
6155	Revision	Finances – “Food Service Collection” – to bring current to VCSC policies
9270	New	Relations – “Procedure for Educating a Child at Home” – to bring current to state law

FORMS

2510 F1	DELETE	“Textbook Selection” – no longer applicable
8330 F9	DELETE	“Notification to Parents Regarding Student Records” – no longer applicable
8330 F9a	DELETE	“Denial of Permission to Release Student Directory Information to Recruiting Representatives of the Military Services and Military Academies” – no longer applicable

DECISION ITEMS:

By unanimous 5-0 vote, upon proper Motion and Second, the board approved Greg Parsley’s request, on behalf of David Hill, to submit the Title II Grant Application when it is released by the state. Title II grant monies are used to provide support for improving teacher and principal productivity. This has been used in the past to provide professional development for teachers, paid for workshops and conferences, paid for substitute teachers so staff can attend Green Room meetings, and stipends for i-Coaches and e-Coaches. This grant will bring in approximately \$197,000 to allow teachers and principals to continue with professional development.

By unanimous 5-0 vote, upon proper Motion and Second, the board approved Sheryl Schaefer-Jones’ recommendation to enter into a *Memorandum of Understanding* with Greene-Sullivan & Knox County Special Education Cooperatives for services related to visual impairment. Karen Todd will provide services and GSSEC will bill KCSEC a daily amount of \$248.51 plus mileage for when KCSEC requests services for these students.

The next item on the Agenda – *EMS & VCSC Transportation Agreement* – was pulled from the Agenda and will not be considered.

OTHER BUSINESS:

By unanimous 5-0 vote, after proper Motion and Second, the board approved Sheryl Schaefer-Jones' recommendation to enter into a *VCSC and D&S Transportation Agreement* for the purpose of transporting students to the Indiana School for the Blind and/or the Indiana School for the Deaf. The need for this Agreement is due to the existing provider (EVSC) will no longer be transporting students effective September 30th.

The insurance carrier for the VCSC and the KCSEC has approved the agreement. There may be some interest from Southwest Sullivan in also partnering with VCSC. If this materializes, each school corporation will be responsible for a total of \$6,975, for a grand total of \$13,950. A total of 62 trips would be needed.

All Board Members congratulated our *Employees of the Month*, indicating it is a true blessing that we in the VCSC have such diligent employees working for us, which is cause to celebrate.

All members reported they are constantly receiving positive comments on the renovations of the elementary buildings. The windows alone make a remarkable impact on the look of the schools. Everyone from the community and visitors alike are making comments that it is money well spent and they are happy we are maintaining the integrity of the neighborhood schools. Mr. Bauer extended his thanks to Greg Parsley for his leadership in getting this project underway and into reality after many years of discussion.

Members also extended a "Happy Homecoming" for this weekend and that it is nice to see former alumni coming back to join in the celebrations.

Greg Parsley also wanted to report that in reference to our ADM (Average Daily Membership), which is the basis for our money coming from the state, we are up 42 students, which includes a strong, large kindergarten class.

There being no further business there was a unanimous 5-0 vote, after proper Motion and Second, to adjourn the meeting at 7:20 p.m.

Karla A. Smith, President

Lynne M. Bobe, Secretary