

# MARION COMMUNITY SCHOOLS

MARION, INDIANA

MINUTES OF THE REGULAR MEETING OF THE BOARD OF SCHOOL TRUSTEES

July 11, 2012

The Board of School Trustees of Marion Community Schools met for a regular meeting on Wednesday, July 11, 2012, in the Board Room of the Education Service Center, 1240 South Adams Street, Marion, Indiana, at 6:00 p.m.

Board members present:

Mr. Aaron Vermilion	President
Mrs. Katie Morgan	1 <sup>st</sup> Vice President
Mr. Greg Kitts	2 <sup>nd</sup> Vice President
Mrs. Cathy Moritz	Secretary
Mr. Mike Luce	Member

Board members absent:

Dr. Harry Hall	Member
Mr. Scott Murphy	Member

Also present:

Mr. Steve Edwards	Superintendent
Dr. Ken Folks	Assistant Superintendent for Instruction
Mr. Jim McWhirt	Business Manager
Mr. Troy Freeman	Director of Support Services
Mrs. Lisa Graham	Director of Special Services
Mr. Scot Croner	K-12 Instructional Coordinator

Distinguished Guests:

Mr. John Clayborn	MTA President 2011-12
Mr. John Butcher	MTA President 2012-13
Ms. Stephanie Holcomb	MTA Vice President 2012-13
Mr. Derek Beigh	Reporter, Chronicle-Tribune
Ms. Julia Cline	Reporter, WBAT-WCJC-WXXC

Spectators/Patrons	6
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## **I. CALL TO ORDER**

Mr. Vermilion, Board President, called the meeting to order. The Pledge of Allegiance to the Flag was given. There was a moment of silence.

## **II. CONSENT AGENDA**

Mr. Edwards requested approval of the Board for the Consent Agenda Items as follows:

- 12-173 MINUTES OF THE EXECUTIVE SESSION HELD JUNE 27, 2012
- 12-174 MINUTES OF THE REGULAR MEETING HELD JUNE 27, 2012
- 12-175 PERSONNEL REPORTS
- 12-175.1 ADDENDA PERSONNEL REPORTS
- 12-176 MARION COMMUNITY SCHOOLS EXPENDITURE APPROVAL LIST
- 12-177 FINANCIAL REPORTS
- 12-178 REVISIONS TO STATEMENT OF BENEFITS
- 12-179 REVISIONS TO NON-CERTIFIED EMPLOYEE HANDBOOK
- 12-180 REVISED MOU WITH HABITAT FOR HUMANITY & TUCKER BUILDING TRADES

Any Board member may request to breakout any consent agenda item and conduct a separate vote.

**12-172 MINUTES OF THE EXECUTIVE SESSION HELD MAY 29, 2012**

Mr. Edwards recommended approval of the minutes of the executive session held Tuesday, May 29, 2012.

**12-173 MINUTES OF THE EXECUTIVE SESSION HELD JUNE 27, 2012**

Mr. Edwards recommended approval of the minutes of the executive session held Wednesday, June 27, 2012.

**12-174 MINUTES OF THE REGULAR MEETING HELD JUNE 27, 2012**

The Superintendent recommended approval of the minutes of the regular meeting held Wednesday, June 27, 2012 at 6:00 p.m.

**12-175 PERSONNEL REPORTS**

The Personnel Reports consisted of:

**ADMINISTRATIVE REPORT**

**New Employee**

<b>Name</b>	<b>Building and Assignment</b>	<b>Effective Date</b>
Melissa Richards	Justice Marshall, Principal	7/16/12

**BARGAINING UNIT REPORT**

**New Employee**

<b>Name</b>	<b>Building and Assignment</b>	<b>Effective Date</b>
Briana Hiatt	Justice Marshall, Special Education - ED	8/20/12
Ryan Vermilion	MHS, Special Education – LD	8/20/12
Misty Woehler	McCulloch, Math Interventionist	8/20/12

**Resignation**

<b>Name</b>	<b>Building and Assignment</b>	<b>Effective Date</b>
Marcia Shepherd	Frances Slocum, Grade 1	7/2/12

**Retirement**

<b>Name</b>	<b>Building and Assignment</b>	<b>Effective Date</b>
Doug Haviland	Justice Marshall, Grade 6	7/5/12

**CLASSIFIED REPORT**

**Family Medical Leave**

<b>Name</b>	<b>Building and Assignment</b>	<b>Effective Date</b>
Alma Coffey	McCulloch, Custodian	5/10/12 through 7/30/12

**Assignment Correction**

<b>Name</b>	<b>Building and Assignment</b>	<b>Effective Date</b>
Jennifer Lewton	MHS, Deaf Interpreter	8/21/12

The Superintendent recommended approval of the Personnel Reports, as presented.

**12-175.1 ADDENDA PERSONNEL REPORT**

The Addenda Personnel Report consisted of:

**ADMINISTRATIVE REPORT**

**Change in Assignment**

<b>Name</b>	<b>Building and Assignment</b>	<b>Effective Date</b>
Scot Croner	From ESC, Secondary Instructional Coordinator to ESC, K-12 Instructional Coordinator	7/1/12
Kristi Phillippe	From, MHS, Science (Bargaining Unit Position) to ESC, TAP District Coordinator (Administrative Position)	8/9/12

**BARGAINING UNIT REPORT**

**Change in Assignment**

<b>Name</b>	<b>Building and Assignment</b>	<b>Effective Date</b>
Diana Gough	Kendall, Grade 2 to Justice Marshall, Grade 6	8/20/12

**Resignation**

<b>Name</b>	<b>Building and Assignment</b>	<b>Effective Date</b>
Lindsey Showers	McCulloch, Math	7/9/12

**CLASSIFIED REPORT**

**Termination**

Name	Building and Assignment	Effective Date
Allyson Cotrel	Justice Marshall, Academic Lab Specialist	4/26/12

The Superintendent recommended approval of the Addenda Personnel Reports, as presented.

**12-176 MARION COMMUNITY SCHOOLS EXPENDITURE APPROVAL LIST**

The Expenditure Approval List for 6/1/12 through 7/11/12 was presented. The report included accounts payable claims #82,054 through #82,190, for a total of 135 accounts payable claims. The total dollar amount of claims was \$1,127,970.42 of that amount \$780,349.63 was expended from the General Fund. The Superintendent recommended approval of the expenditure approval list. **(Exhibit “A”)**

**12-177 FINANCIAL REPORTS**

The Fund Summary report and the 2012 Expenditures Report were presented to the Board for approval.

**12-178 REVISIONS TO STATEMENT OF BENEFITS**

The Superintendent recommended approval of the revisions to the Statement of Benefits, as follows:

1. Pages 2, 5 and 9 - Level A, B and C Benefits 3.000 PAID BENEFIT DAYS – Addition of the regular to denote that the hours paid for benefit days will only be for the regularly scheduled hours, not additional hours worked periodically.
2. Page 12 – Administrators – Deletion of the Assistant Superintendent’s position.
3. Page 12 – Administrators – Change in the salary amount for the Director of Special Services.
4. Page 12 – Administrators – Addition of the Elementary Assistant Principal’s positions and salary information.
5. Page 12 – Administrators – Elimination of the Elementary Instructional Coordinator/Title I
6. Page 12 – Administrators – Increase in salary for the Head Start Program Coordinator due to additional responsibilities.
7. Page 12 – Administrators – Addition of the Human Resources Director position.
8. Page 12 – Administrators – Change in the salary for the Intermediate School Principal’s position.
9. Page 12 – Administrators – Change in the salary and days for the MHS Athletic Director’s position.
10. Page 12 – Administrators – Increase in salary and days for the Secondary Instructional Coordinator.
11. Page 15 – Clerical Staff – Change in language from Assistant Superintendent to Human Resources Director.
12. Page 15 – Clerical Staff – Addition of the Financial-Aid Secretary at Tucker Career and Technical Center.
13. Page 17 – District Supervisors – Addition of District Systems Manager is a move of the Support Services Systems Manager with a change in title to allow Level C benefits as agree previously approved.
14. Page 19 – Food Service Employees – Restructuring of pay scale and deletion of the part-time assistant/monitor title. (see memo from Mrs. Deniece Aguilar for rationale).
15. Page 19 – Food Service Employees – Change title from Worker to Assistant to be consistent with other Food Service positions.
16. Page 26 – Professional Staff – Increase the number of days per year and the salary of the Head Start Education and Disabilities Coordinator.
17. Page 26 – Professional Staff – Increase the maximum salary of the Head Start Full-Time Supervisor.
18. Page 26 – Professional Staff – Add benefit language for JROTC Instructor to allow instructors to receive teacher benefits as required by Cadet Command
19. Page 26 Professional Staff - Delete Support Services Systems Manager (moved to District Supervisors employee group).
20. Page 31 – Transportation Employees – Hourly wage information deleted.
21. Page 32 – Transportation Employees – Addition of Special Event and Overtime Pay Scale to better define pay rates.
22. Page 32 – Transportation Employees – Deletion of language regarding Route Pay Schedule and Daily Hours.
23. Page 33 Transportation Employees – Deletion of language regarding wheel chair routs and extra pay.

**(Exhibit “B”)**

**12-179 REVISIONS TO NON-CERTIFIED EMPLOYEE HANDBOOK**

The Superintendent recommended approval of the revisions to the Non-Certified Employee Handbook, as follows:

1. Pages 4, 8, 12, 13, – References to the Assistant Superintendent changed to Human Resources Director.
2. Page 8 – Additional language regarding unpaid leaves of absence to address leave for family member illnesses.
3. Page 15 – Discrimination Procedures – Compliance Officer change.
4. Page 19, 20 and 21 – Policy 7540 – Replaced with recently revised Board policy.
5. Page 24 – Policy 4121 – Replaced with recently revised Board policy

**(Exhibit “C”)**

**12-180 REVISED MOU WITH HABITAT FOR HUMANITY & TUCKER BUILDING TRADES**

The Superintendent recommended approval of the revised Memorandum of Understanding with Habitat for Humanity & Tucker Building Trades. **(Exhibit “D”)**

Mrs. Morgan entered a motion to approve the Consent Agenda items 12-172 through 12-180. After a second by Mr. Kitts, Mr. Vermilion abstained on item number 12-175 but voted aye on all other consent items. The motion passed.

**III. ACTION**

**12-181 POLICY 6320 – PURCHASING – FINAL READING**

Revisions to Policy 6320 were presented to the Board for final approval. **(Exhibit “E”)**

Mrs. Moritz entered a motion to approve the recommendation, as presented. After a second by Mr. Kitts, the motion passed with a unanimous vote.

**12-182 12-182 APPROVAL OF CONTRACT WITH PCMI TO PROVIDE SUBSTITUTE TEACHERS**

Mr. McWhirt presented an overview of the services and costs of the contract with PCMI to provide substitute teachers for the district. **(Exhibit “F”)**

Mrs. Moritz entered a motion to approve the recommendation, as presented. After a second by Mr. Luce, the motion passed with a unanimous vote.

**IV. DISCUSSION/INFORMATION**

**12-183 YMCA – LEARN TO SWIM PROGRAM**

Mr. Doug Lance and Mr. Robert Giglio from the Grant County YMCA discussed the “Learn to Swim Program”; 300+ district students have participated in this program. Board members and Mr. Edwards expressed their appreciation to Mr. Lance and Mr. Giglio for the presentation and for the partnership between the YMCA and MCS that provides this opportunity for students.

**12-184 2011-2012 MOBILITY, ATTENDANCE, AND ACADEMIC HONORS REPORTS**

The Superintendent reported on the end of the year data for mobility, attendance and academic honors.

**12-185 2013 BUDGET PLANS/EXPECTATIONS**

Budget plans and expectations were reviewed with the Board.

**V. PUBLIC COMMENTS**

There were no public comments.

**VI. MARION TEACHERS ASSOCIATION COMMENTS**

There were no public comments.

**VII. SUPERINTENDENT COMMENTS**

Mr. Edwards welcomed Mr. John Butcher as the new MTA President and commented that it was good to see Mr. John Clayborn at the meeting as well. He recognized Ms. Stephanie Holcomb to the meeting as the MTA Vice President. Mr. Edwards stated that he is excited and pleased to have Mr. Scot Croner and Ms. Kristi Phillippe in the Instructional Services area and believes they will make a good team.

**VIII. BOARD COMMENTS**

Mrs. Moritz asked Mr. Freeman for an update on the projects at MHS. Mr. Freeman reported that construction projects are going well and are on track to be completed as projected. Mr. Edwards suggested that the administration provide a formal report on the projects. Mrs. Morgan commented that it would be beneficial to have a well-publicized open house for community members to see the work that has been completed at MHS when the projects are finished.

**IX. ADJOURNMENT**

The next scheduled meeting of the Board of School Trustees will be a regular meeting to be held on Wednesday, July 25, 2012, at 6:00 p.m. in the Board Room of the Education Service Center. There being no further comments, Mr. Vermilion adjourned the meeting at 7:20 p.m.

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Aaron Vermilion, President

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Katie Morgan, 1<sup>st</sup> Vice President

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Greg Kitts, 2<sup>nd</sup> Vice President

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Cathy Moritz, Secretary

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Dr. Harry Hall, Member

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F. Michael Luce, Member

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Scott Murphy, Member